

# FAIRVIEW SCHOOL DISTRICT

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: COMPENSATED  
PROFESSIONAL LEAVES

ADOPTED: December 20, 1999

REVISED:

	338.1. COMPENSATED PROFESSIONAL LEAVES
1. Purpose	This policy shall establish the district's parameters for granting professional development and classroom occupational exchange leaves for eligible administrative employees.
2. Definitions SC 1166.1	<b>Professional development leave</b> shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate of commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by State regulation or law or to improve professional competency.
SC 5222	<b>Classroom occupational exchange leave</b> shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.
3. Authority SC 1166.1, 1171	The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave.
SC 522.2	The Board may grant a leave to eligible employees for occupational exchange leave for the specified purpose.
4. Guidelines	PROFESSIONAL DEVELOPMENT LEAVE
SC 1166	<u>Eligibility</u> To be eligible for professional development leave, an employee shall have completed ten (10) years of satisfactory service in the public schools of the Commonwealth; at least five (5) consecutive years of such service shall be in Fairview School District.

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SC 1166	<p>A leave for professional development may be taken for a half or full school term or for two (2) half school terms during a period of two (2) years, at the option of the employee.</p>
SC 1166.1	<p><u>Application</u></p> <p>Professional development leaves shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in his/her area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the Fairview School District, or as the Board may require, and upon the recommendation of the Superintendent.</p> <p>A request for professional development leave shall be submitted on the approved district form and forwarded with a detailed plan to the Superintendent. The Superintendent shall review the plan and make a recommendation to the Board. The Board, in its sole discretion, may approve or reject a proposed plan for professional development leave.</p> <p>All required application materials shall be submitted by April 1 for a professional development leave to begin the first semester of any school year and by October 1 for any professional development leave proposed to begin during the second semester of any school year. These deadlines shall be mandatory to allow the district to identify staffing needs.</p> <p><u>Documentation</u></p> <p>Applicants for professional development leave shall submit with the application form a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the Fairview School District. The plan shall provide sufficient information to permit the Board to adequately evaluate the request.</p> <p>The Board may at any time require additional information from the employee in order to assist the Board in evaluating the request and the leave's benefits to and impact on the employee and the Fairview School District.</p>
SC 1166.1	<p>The minimum requirements for leave for a half school term shall consist of any of the following or a combination thereof:</p> <ol style="list-style-type: none"><li>1. Nine (9) graduate credits.</li><li>2. Twelve (12) undergraduate credits.</li></ol>

SC 1166.1, 1168	<p>3. One hundred eighty (180) hours of professional development activities.</p> <p>The minimum requirements for leave for a full school term shall be any of the following or a combination thereof:</p> <ol style="list-style-type: none"><li>1. Eighteen (18) graduate credits.</li><li>2. Twenty-four (24) undergraduate credits.</li><li>3. Three hundred sixty (360) hours of professional development activities.</li></ol> <p>Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive at least the minimum passing grades required by the collective bargaining agreement. Upon return from professional development leave, the employee shall submit to the Superintendent, within the first month, an official transcript of all courses completed. Failure to receive passing grades or to submit required transcripts on time shall result in forfeitures of monies paid to the employee by the district, unless, in the case of a delay in submitting a transcript, the delay is not the result of action or inaction by the employee and it is submitted as soon as possible.</p> <p>Applicants who propose to undertake professional development activities shall submit to the Board a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Superintendent, within the first month, a formal report describing the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid to the employee by the district.</p> <p><u>Commitment of Employee</u></p> <p>Acceptance of professional development leave incurs a commitment by the employee to return to active duty in the Fairview School District immediately following the leave for one (1) full school year, unless prevented by illness or physical disability. The employee shall submit required reports on time or forfeit all compensation and benefits paid to the employee by the district.</p> <p>The Board reserves the right to require, at its own expense, additional examinations and reports by physicians of its own choice to determine the employee's ability to return to work.</p>
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SC 1169	<p>An employee may not engage in compensable employment while on professional development leave, if the duties or hours of that employment would have been inconsistent with the employee's performance of his regular, full-time duties, had the employee not been on leave.</p> <p><u>Compensation</u></p> <p>During the period of professional development leave, an employee shall be compensated at one-half the salary to which s/he would have been entitled had the employee not taken leave.</p> <p>While on leave, the employee shall be entitled to insurance benefits provided other professional employees of the district.</p> <p style="text-align: center;">CLASSROOM OCCUPATIONAL EXCHANGE LEAVE</p> <p><u>Documentation</u></p> <p>Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Board policy.</p> <p>Upon return from such leave, the employee shall submit to the Board a final report detailing the work experience and its benefits to the employee and to the district.</p> <p><u>Commitment of Employee</u></p> <p>Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in the Fairview School District immediately following the leave for one (1) full school year, unless prevented by illness or physical disability.</p> <p>The Board reserves the right to require, at its own expense, additional examinations and reports by physicians of its own choice to determine the employee's ability to return to work.</p> <p><u>Commitment of Employer</u></p> <p>At the expiration of the classroom occupational exchange leave, the employee shall have such return rights as are provided by law. Employees shall, generally, enjoy such rights in connection with leave as are provided by law.</p>
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SC 522.1	<p><u>Compensation</u></p> <p>The business, industry or government employer to whom the employee is assigned during the classroom occupational exchange leave shall fully compensate the school district for all salary, wages, pension and retirement contributions, and other benefits, as if the employee were in full-time active service with the Fairview School District.</p>
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