

# TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: PROFESSIONAL PERSONNEL

TITLE: SABBATICAL LEAVE  
LEAVE OF ABSENCE FOR  
PROFESSIONAL  
DEVELOPMENT

ADOPTED: 5/20/2013

REVISED:

## 438. SABBATICAL LEAVE FOR RESTORATION OF HEALTH AND LEAVE OF ABSENCE FOR PROFESSIONAL DEVELOPMENT

1. Purpose

The Board of School Directors will consider granting sabbatical leaves and leaves of absence for professional development to professional employees who meet all requirements for such leaves as set forth in the Public School Code, as amended, and all regulations established by the Board by authority of Sections 1166, 1166.1, and 1171 of that Code. The Board has the sole authority, on a case-by-case, non-precedential basis, to approve or deny applications for such leave.

2. Guidelines

Applications

Professional employees desiring to take a leave of absence for professional development shall apply at least ninety (90) days but not sooner than one (1) year before the leave is to commence. Applications for sabbatical leaves for restoration of health will be accepted at any time.

The District “Application for Sabbatical Leave for Restoration of Health or Leave of Absence for Professional Development” form must be completed by all employees requesting either sabbatical leave or leave of absence for professional development. This form will be available in the District Office.

Restoration of Health

Any applicant who desires a sabbatical leave for restoration of health must submit a physician’s statement attesting to the need for such leave. The statement must define the nature of the problem and the length of time the employee has been under the physician’s care. The District reserves the right to require the employee to undergo an examination by a physician designated by the District. Not later than sixty (60) days prior to the employee’s scheduled date of return to service the employee must submit an additional statement from a physician defining the employee’s then current state of health and probability of return to service.

### Leave of Absence for Professional Development

All applications for leaves of absence for professional development shall meet the requirements as defined in the Public School Code Section 1116.1.

- A. A leave of absence for professional development shall be directly related to the professional responsibilities as determined by the Board of School Directors and shall be restricted to activities required by regulation of the State Board of education and by the laws of the Commonwealth for professional certification or commission or to improve professional competency. All requests for a leave of absence for professional development shall be subject to review and authorization by the Board of School Directors, which shall have sole authority to adopt and enforce policy establishing the conditions for approval of such leaves. At a minimum for a half school term, a leave of absence for professional development shall consist of any of the following or a combination thereof; nine (9) graduate credits, twelve (12) undergraduate credits, one hundred eighty (180) hours of professional development activities. At a minimum for a full school term, a leave of absence for professional development shall consist of any of the following or a combination thereof: eighteen (18) graduate credits, twenty-four (24) undergraduate credits, three hundred sixty (360) hours of professional development activities.
  
- B. The employee requesting a leave of absence for professional development shall submit to the Board of School Directors a detailed plan describing the professional development activities to be undertaken. The Board shall be authorized to approve or reject the plan, consistent with its written policy. Upon completion of the leave, the employee shall provide to the Board of School Directors satisfactory evidence that the employee's approved plan for professional development was fully complied with during the leave of absence. If the employee shall forfeit all benefits to which said employee would have been entitled under the provisions of this act for the period of the absence for professional development.

All credits must be from a college or university accredited by the appropriate regional accrediting agency.

A committee composed of at least two Board members, the Administrative Assistant for Personnel, an elementary teacher, a middle school teacher and a senior high school teacher will meet to review all teacher applications for leaves of absence for professional development. This committee will make a recommendation to the Board to approve or deny the request. If the committee recommends that a request be denied, the person making the request may appeal this recommendation by meeting with the Board on the day of its next scheduled meeting.

Application Timeline

Deadline

Committee Review

Board Decision

Nov. 1

Second week of Nov.

December Meeting

Jan. 1

Second week of Jan.

February Meeting

Apr. 1

Second week of Apr.

May Meeting

June 1

Second week of June

Next Meeting