

FAIRFIELD AREA SCHOOL DISTRICT

SABBATICAL LEAVE

3610

3610.1 It is the policy of the Fairfield Area School District to provide sabbatical leaves for the purpose of restoration of health, and for professional development.

3610.2 Eligibility

A professional employee shall become eligible for a sabbatical leave after a total of ten years of satisfactory service as a professional employee within the Commonwealth of Pennsylvania; of the total of ten years of service, five years must have been rendered consecutively in the District. A professional employee shall become eligible for succeeding sabbatical leaves after each seven consecutive years of service as a professional employee in the District, provided, however, that the sabbatical leave year shall not be counted toward their eligibility requirement.

3610.3 Leave for Restoration of Health

A professional employee applying for a sabbatical leave for restoration of health must submit a certificate from a physician indicating the need for such leave. If granted, the professional employee shall submit to the Superintendent a monthly report on his physical condition, which report the District may require to be additionally substantiated by the employee's physician to the District's physician at the District's expense. At the time of application for sabbatical leave, the professional employee shall execute and deliver to the District a medical authorization form authorizing release to the District's physician of medical information pertaining to the requested sabbatical leave. The District reserves the right to require the employee to be examined by a physician appointed by the Board.

3610.4 Leave for Professional Development

A leave of absence for professional development shall be restricted to activities which the Board determines are directly related to the applicant's professional responsibilities. Additionally, a leave of absence for professional development shall be restricted to activities required by the State Board of Education and by the laws of this Commonwealth for a professional certificate or commission or to enhance the employee's current level of job skills.

A sabbatical leave for professional development must be substantiated by notification from an accredited institution of higher education that the person initiating the request for sabbatical leave has been accepted and enrolled in approved, full-time post-graduate studies. Upon return from sabbatical leave the professional employee shall submit to their Superintendent during the first month of return to employment an official transcript of all credits completed. The professional employee on sabbatical leave shall complete successfully his or her approved program of studies and shall have received passing grades. Failure to receive passing grades for courses in an approved program of study shall result in forfeiture of moneys paid by the District to encourage employees to undertake additional study for professional improvement. Moneys to be forfeited shall be prorated upon a percent of credits taken and credits passed successfully. Sabbatical leaves for professional development shall be granted only to employees studying in an academic program leading to further preparation and improvement in his or her area or areas of certification, for additional certification or for other suitable and identifiable educational positions within the District, as the Board may from time to time require, and upon the recommendation of the Superintendent who shall approve all courses of study as useful and suitable to the District.

3610.5

Restricted Activities

A professional employee on sabbatical leave of absence shall not engage in any enterprise or employment during the course of normal school hours while the professional employee is on sabbatical leave unless such employment has been specifically approved by the Superintendent provided, however, that a professional employee may receive a study or travel grant or stipend from an accredited institution of higher education, a governmental body or church affiliated organization. A violation of the foregoing regulation shall result in cancellation of sabbatical leave for the professional employee and forfeiture of all wages and benefits to which said employee would have been entitled under the provisions of the school laws of the Commonwealth of Pennsylvania. A professional employee shall, upon cancellation of sabbatical leave for violation of the within regulations, repay to the District all moneys paid to said professional employee during the sabbatical leave of absence, including any contributions paid by the District to any governmental agencies on behalf of said professional employee as a retirement contribution.

- 3610.6 Time Constraints
To facilitate budget preparation, a professional employee desiring to take sabbatical leave shall submit a written request for such leave not later than 60 days prior to the semester in which the leave is to be taken. Leave for "restoration of health" may be submitted at any time. The 60 days may be waived by the Superintendent for unusual circumstances.
- 3610.7 Return to Position
The professional employee shall return to service in the Fairfield Area School District for a period of not less than one year immediately after expiration of sabbatical leave for education. If the professional employee fails to do so, he or she shall forfeit all wages and benefits to which said employee would have been entitled under the provisions of the school laws of the Commonwealth of Pennsylvania, and the employee shall repay promptly to the School District all moneys paid to said employee during the sabbatical including contributions paid by the District to the governmental agencies on behalf of said employee as retirement contributions.
- 3610.8 Application Form
An application for sabbatical leave shall be made on the Sabbatical Leave Request Form. (See Administrative Procedures)
- 3610.9 Additional Requests
After professional employees have returned to service in the Fairfield Area School District, the Board retains the right to make additional requests to assure that professional employees report on sabbatical leave utilized such leave specifically for the purpose for which it was granted.