<table>
<thead>
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<th>338. SABBATICAL LEAVE</th>
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<tbody>
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<td>Half-Pay Sabbatical Leaves</td>
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</tbody>
</table>

1. Purpose

This policy shall establish the District's parameters for granting sabbatical leaves for restoration of health for eligible employees.

2. Authority

SC 1166

The Board shall grant sabbatical leaves to administrative employees only for the purpose of restoration of health.

SC 1171

The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.

3. Guidelines

Eligibility

SC 1166

To be eligible for a sabbatical 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 the Spring-Ford Area School District, unless the Board shall, in its discretion, allow a shorter time.

SC 1166

A sabbatical leave may be taken for half or full school year or for two (2) half school terms during a period of two (2) years, at the option of the employee.

If an employee on a sabbatical leave for restoration of health has been granted such a sabbatical leave and the employee is unable to return to service because of illness or physical disability, the Board may extend the sabbatical leave for such periods as it may determine, but not to exceed one (1) full school term or its equivalent.

Thereafter, one (1) sabbatical leave for restoration of health shall be allowed after each seven (7) years of service.

The total number of administrative employees on leaves of absence at any one time shall not exceed ten percent (10%) of the number of eligible employees for such leaves of absence.
Requests for sabbatical leave for restoration of health shall be submitted on the approved District form and forwarded with medical documentation to the Superintendent as soon as possible.

The Board shall review each application for sabbatical leave for restoration of health and shall approve those meeting the requirements of the adopted policy.

Applicants for sabbatical leave shall submit with the application form an official supporting medical statement and recommendation from his/her physician indicating that the employee has a health condition which prevents the employee from fulfilling his/her duties as an employee with the School District for at least a half school term in duration. Such application shall be submitted prior to May 1 for leaves to begin in September or prior to November 1 for leaves to begin in February, except in the case of a medical emergency or demonstrable medical need as confirmed by a licensed physician in the Commonwealth of Pennsylvania.

The Board reserves the right to require, at its own expense, additional examinations and reports by physicians of its choice to determine the validity of the leave request and to request any other appropriate medical certifications.

Acceptance of a sabbatical leave of absence incurs a commitment by the employee to return to active duty in the Spring-Ford Area School District immediately following the sabbatical leave for one (1) full school year, unless physically or mentally unable to do so. Should an employee not return as required, the employee is obligated to reimburse the District for all monies expended for salary and benefits.

The Board reserves the right to require, at its own expense, additional examinations and reports by physicians of its choice to determine the employee's ability to return to work.

Compensable employment may not be engaged while the employee is on sabbatical leave for restoration of health. A sabbatical leave granted to an administrative employee shall be considered as a leave of absence without pay from all extracurricular activities and/or supplemental contracts.

At the expiration of the sabbatical leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the
leave, in accordance with the requirements of law.

**SC 1170**

Time on sabbatical leave shall be counted as time on the job for purposes of seniority, where applicable in the District and for Retirement Fund purposes, but for no other purpose.

**Compensation**

**SC 1169**

During the period of the sabbatical leave, an employee shall be compensated at one-half (.5) of the salary to which s/he would have been entitled had the employee not taken leave.

While on leave, the employee shall be entitled to benefits provided to other administrative employees of a similar class.