

# Policy Guide



Policy No. 838.1

Section OPERATIONS

Title COMPENSATED PROFESSIONAL LEAVE

Adopted MAY 23, 2017

Revised \_\_\_\_\_

<b>POLICY NO. 838.1 COMPENSATED PROFESSIONAL LEAVE</b>		
<b>Section 1</b>	<p><b><u>Purpose</u></b></p> <p>This policy shall establish the District’s parameters for granting professional development and classroom occupational exchange leaves for certificated Administrative and professional employees.</p>	
<b>Section 2</b>	<p><b><u>Definitions</u></b></p> <p><b>Professional Development Leave</b> – A leave of absence granted for the purpose of improving job related professional competencies or obtaining a professional certificate or 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 completed to improve professional competency.</p> <p><b>Classroom Occupation Exchange Leave</b> – A leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.</p>	<p>SC 1166.1</p> <p>SC 522.2</p>
<b>Section 3</b>	<p><b><u>Authority</u></b></p> <p>The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave for eligible employees. 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.</p>	<p>SC 1166.1, 1171</p>

<p><b>Section 4</b></p>	<p style="text-align: center;"><b>POLICY NO. 838.1 COMPENSATED PROFESSIONAL LEAVE</b></p> <p>The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.</p>	<p>SC 522.2</p>
	<p><b><u>Guidelines</u></b></p> <p style="text-align: center;"><b>Professional Development Leave</b></p> <p><u>Eligibility</u></p> <p>Eligibility for professional development leave shall be determined, and requests for such leave shall be evaluated, in accordance with the requirements of applicable law, the Administrative Compensation Plan, or applicable Collective Bargaining Agreements.</p>	
	<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 employee’s option.</p> <p><u>Application</u></p>	<p>SC 1166</p>
	<p>A request for professional development leave must be directly related to the professional responsibilities of the employee, as determined by the Board, and shall be restricted to activities required by state laws and regulations for a professional certificate or commission to improve professional competency. The primary objective of a professional development leave shall be to enable qualified individuals to engage in professional activities that will contribute significantly to the background and skill of the staff members and result in substantial benefit to the District.</p> <p>The number of professional development leaves granted in any school year under this policy shall be limited in accordance with the requirements of law and applicable Collective Bargaining Agreements.</p> <p>Requests for professional development leave shall be submitted on the District form, 838.1-AR-1 Request for Compensated Leave, and forwarded with a detailed plan to the Superintendent.</p>	<p>SC 1166.1</p>

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All required application materials shall be submitted by May 1 for the following school year and by October 1 for the following semester.

Documentation

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 school district. The plan shall provide sufficient information to permit the Board to adequately evaluate the request along with such other information required under the requirements of law.

The Board may at any time require additional information from the employee in order to assist the Board in determining whether the leave is being used for the purpose for which it was granted.

The minimum requirements for leave for a half school term shall consist of any one or combination of the following:

1. Nine (9) graduate credits.
2. Twelve (12) undergraduate credits.
3. One hundred eighty (180) hours of professional development activities.

The minimum requirements for leave for a full school term shall consist of any one or combination of the following:

1. Eighteen (18) graduate credits.
2. Twenty-four (24) undergraduate credits.
3. Three hundred sixty (360) hours of professional development activities.

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 passing

SC 1166.1

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grades. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month an official transcript of all courses completed.

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, and evidence that the employee's approved plan has been fully complied with during the leave of absence. Failure to submit required reports on time shall result in forfeiture of monies paid by the District. If the employee fails to submit the formal report on time, unless prevented by illness or physical disability, the employee shall forfeit all benefits to which s/he would have been entitled for the period of the absence.

Commitment of Employee

Monthly status reports from a person on compensated professional leave are required. Reports shall be submitted to the Superintendent for the months that school is in session at the end of each month, September through May.

Employees shall submit required reports on time or forfeit all compensation and benefits.

Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this District immediately following the leave for one (1) full school year, unless prevented by illness or physical disability.

Compensable employment may not be engaged in while the employee is on professional development leave.

Commitment of Employer

At the expiration of the professional development leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.

SC 1166.1, 1171

SC 1166.1, 1168

SC 1168

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Time on professional development 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

During the period of professional development leave, an employee shall be compensated in accordance with the requirements of law and applicable Collective Bargaining Agreements.

SC 1169

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

A leave of absence granted for professional development shall also serve as a leave of absence without pay from all school activities.

SC 1166

**Classroom Occupation Exchange Leave**

Application

All requests for classroom occupational exchange leave are subject to the review and authorization of the Board. All requests must be in writing and shall be forwarded to the Superintendent or designee, with a plan describing the work and experiences to be undertaken and how the experience will be of benefit to the individual and the overall school program.

All required application materials shall be submitted by April 1 for the following school year.

Documentation

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 style="text-align: center;"><b>POLICY NO. 838.1</b> <b>COMPENSATED PROFESSIONAL LEAVE</b></p> <p>Upon return from such leave, the employee shall submit to the Board a final report summarizing the work experience and its benefits integrated into the school program or course offerings.</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 this District immediately following the leave for one (1) full school term, unless prevented by illness or physical disability.</p> <p><u>Commitment of Employer</u></p> <p>At the expiration of the classroom occupational exchange leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.</p> <p>Employees on classroom occupational exchange leave shall be considered in full-time daily attendance in the position from which leave was granted, during the period of such leave, for the payment of compensation by the District and for the purpose of determining the employee's length of service, the right to receive increments as provided by law, and the right to make contributions as a member of the Public School Employee's Retirement Fund and continue membership, but for no other purpose.</p> <p><u>Compensation</u></p> <p>The business, industry or government to whom the employee is assigned during the leave shall fully compensate the District for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.</p> <p>References:</p> <p>PA School Code – 24 P.S. Sec. 522.2, 1166, 1166.1, 1168, 1169, 1171</p>	<p>SC 522.2, 1171</p> <p>SC 1168</p> <p>SC 1168</p> <p>SC 522.2</p>
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