

Policy Guide

Policy No.	<u>438.1</u>
Section	<u>PROFESSIONAL EMPLOYEES</u>
Title	<u>COMPENSATED PROFESSIONAL LEAVE</u>
Adopted	<u>JANUARY 12, 2004</u>
Revised	<u></u>

	<p>POLICY NO. 438.1 COMPENSATED PROFESSIONAL LEAVES</p>	
1. Purpose	<p>This policy shall establish the District's parameters for granting professional development and classroom occupational exchange leaves for eligible professional employees.</p>	
2. Definitions	<p>Professional Development Leave – shall be defined as 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>Classroom Occupational Exchange Leave – shall be defined as 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>
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3. Authority	<p>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.</p>	SC 1166.1, 1171
	<p>The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.</p>	SC 522.2
4. Guidelines	<p>PROFESSIONAL DEVELOPMENT LEAVE</p> <p><u>Eligibility</u></p> <p>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 this school district.</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>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 an area(s) of certification or additional certification.</p>	<p>SC 1166</p> <p>SC 1166</p> <p>SC 1166.1</p>
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**POLICY NO. 438.1
COMPENSATED
PROFESSIONAL LEAVES**

Requests for professional development leave shall be submitted on the District forms attached and forwarded with a detailed plan to the Superintendent.

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.

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 **the school district** and its impact on the employee and the school district.

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.

SC 1166.1

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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 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.

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.

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.

SC 1166.1,
1168

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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.

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.

SC 522.2, 1170

Compensation

During the period of professional development leave, an employee shall be compensated as per Keystone Oaks Education Association and/or School Code one-half the salary to which s/he would have been entitled had the employee not taken leave.

SC 1169

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

KEYSTONE OAKS SCHOOL DISTRICT
LEAVE OF ABSENCE FOR PROFESSIONAL DEVELOPMENT

<i>In compliance with Act 66 of 1996, study sabbaticals have been replaced by leaves for professional development.</i>
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NAME _____

DATE _____

BUILDING _____

POSITION _____

1. *Have you completed ten (10) years of satisfactory service as a professional employee or member of the supervisory, instructional, or administrative staff in the public school system of the Commonwealth of Pennsylvania?*

☐ **YES**

☐ **NO**

2. *Have you completed five (5) consecutive years of service in the Keystone Oaks School District?*

☐ **YES**

☐ **NO**

3. *Are you requesting this leave of absence for professional development for the specific and sole purpose of study?*

☐ **YES**

☐ **NO**

4. *Are you requesting a leave of absence for professional development for a period of:*

Half of school term: ☐ *First Semester* ☐ *Second Semester*

Full school term: ☐

Two half-school terms during a period of two years ☐

5. *Have you, in any point of your professional employment, requested and were granted a previous leave of absence for any purpose?*

☐ **YES**

☐ **NO**

If yes, please state the year and reason.

LEAVE OF ABSENCE FOR PROFESSIONAL DEVELOPMENT

HALF SCHOOL TERM

Are you taking the following:

1. *Nine (9) graduate credits?* ☐ YES ☐ NO
2. *Twelve (12) undergraduate credits?* ☐ YES ☐ NO
3. *One hundred eighty (180) hours of professional development activities?*
☐ YES ☐ NO
4. *A combination of the above? Please explain.*

FULL SCHOOL TERM

Are you taking the following:

1. *Eighteen (18) graduate credits?* ☐ YES ☐ NO
2. *Twenty-four (24) undergraduate credits?* ☐ YES ☐ NO
3. *Three hundred sixty (360) hours of professional development activities?*
☐ YES ☐ NO
4. *A combination of the above? Please explain.*

Please attach to this form the following information:

- A. *name of institution;*
- B. *number of credits; and*
- C. *detailed description of courses.*

LEAVE OF ABSENCE FOR PROFESSIONAL DEVELOPMENT

Any change in your enrollment status (such as dropping a course(s) or signing up for a new course(s), notification must be made to the Personnel Office with the supporting documentation.

Employee Signature

Date

Building Principal/Supervisor Signature

Date

Personnel Office Signature

Date

Please submit your request to the Personnel Office. No requests for professional development leave will be processed without all of the above information completed and this form properly signed.

KEYSTONE OAKS SCHOOL DISTRICT

RETURN TO EMPLOYMENT

In compliance with Act 66 of 1996

Section 1168. Return to Employment

- A. No leave of absence shall be granted unless such person shall agree to return to his or her employment with the school district for a period of time not less than one school term immediately following such leave of absence.
- B. No such leave of absence shall be considered a termination or breach of the contract of employment, and the person on leave of absence shall be returned to the same position in the same school or schools he or she occupied prior thereto.
- C. If the employee fails to return to employment, unless prevented by illness or physical disability, 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 leave.
- D. If such employee resigns or fails to return to his employment, the amount contributed by the school district under section 1170 of this act to the Public School Employees' Retirement Fund shall be deducted from the refund payable to such employee under existing law and the amount so deducted shall be refunded to the school district by which it was paid.

I have read the above statements and fully understand the terms of "Return to Employment."

Employee Signature

Date