

**Section:**  
**Title:**  
**Date Adopted:**

**Professional Employees  
 Sabbatical Leave Policy**

**438. SABBATICAL LEAVE POLICY**

Be it resolved that the following policy statements be adopted for the efficient and proper administration of sabbatical leaves of absence in the best interest of students, faculty and the school community.

Sabbatical leaves of absence shall be granted by the Board of School Directors upon recommendation of the Superintendent and in accordance with Sections 1166 and 1171 of the Public School Code of 1949 as amended.

A person qualifying for a sabbatical leave under the law shall be granted a sabbatical leave provided that in the case of a:

- A. **Sabbatical Leave for Restoration of Health:** The request for the leave must be substantiated by a written statement from a medical doctor (physician) stating that the leave is necessary.
- B. **Sabbatical Leave for Study:** The request must indicate the college/university that the employee will be attending, the number of credits that will be carried, and area of study, e.g., Elementary Education, Administration, etc. The employee shall submit to the Superintendent a transcript during the first month of return to employment.

**General Information**

**Excerpts from School Code Provisions Regarding Sabbatical Leave**

**Who is Entitled:** Any person employed in the public school system of this Commonwealth who has completed ten (10) years of satisfactory service as a professional employee or as a commissioned officer shall be entitled to a leave of absence. At least five consecutive years of service shall have been in the school district from which the leave of absence is sought, unless the board of school directors in its discretion allows a shorter time.

**Purpose(s):** An employee who qualified shall be entitled to a leave of absence for restoration of health, study, or, at the discretion of the board of school directors, for other purposes.

**Duration of Leave:** A sabbatical leave of absence shall be for a half or a full school term or, for two half school terms during a period of two years, at the option of the employee. A sabbatical leave for travel shall be taken in one full school term, unless authorized by the Board to be taken for a half school term or for two half school terms during a period of two years.

**Preference, Limitations:** Applications for leaves of absence shall be given preference, according to the years of service since the previous sabbatical leave of the applicant.

No school district shall limit the number of leaves of absence granted in any school year to less than ten percentum (10%) of the number of persons eligible for such leave of absence regularly employed in such district.

**Return to Employment:** A sabbatical leave may be taken for the period approved. Compensable employment may not be engaged in while employee is on sabbatical leave. 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 not less than one school term immediately following such leave of absence.

Upon expiration of a sabbatical leave, by consent of the school board, the requirement that the person on leave of absence shall return to the service of the school district or to the same position in the same school or schools that he or she occupied prior thereto, may be waived. If the school board has not waived the obligation to return to school service upon expiration of the sabbatical leave and the employee fails to do so, unless prevented by illness or physical disability, the

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55 employee shall forfeit all benefits to which said employee would have been entitled under the  
56 provisions of this act for the period of the sabbatical leave.

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58 **Salary While on Leave:** The person on leave of absence shall receive one half of his or her regular salary  
59 during the period he or she is on sabbatical leave.

60  
61 **Employee Rights Retained:** Every person on leave of absence shall continue his or her membership in the  
62 School Employees' Retirement Association. The school district shall pay into the School  
63 Employees' Retirement Fund on behalf of each employee on leave, in addition to the contributions  
64 required by law to be made by it, the full amount of the contribution required by law to be paid by  
65 the employee as though said employee were actually in regular full time daily attendance in the  
66 position from which the sabbatical leave was taken so that such employee's retirement rights shall  
67 be in no way affected by such leave of absence. The amount of the contribution required to be paid  
68 by the employee shall be deducted from any compensation payable to the employee while on  
69 leave.

70  
71 **School District Regulation:** The board of school directors shall have the right to make such regulations as  
72 they may deem necessary to make sure that employees on leave shall utilize such leave properly  
73 for the purpose for which it was granted, requiring reports from the employee or employees on  
74 leave in such manner as they may deem necessary.

75  
76 A district Request for Sabbatical Leave Form must be completed and returned to the Superintendent by the  
77 end of the school year prior to the school year of desired leave.

78  
79 Each application for sabbatical leave shall be approved by the Board.

REQUEST FOR SABBATICAL LEAVE  
Deer Lakes School District

\_\_\_\_\_ Date of Request

Name: Mr.  
Mrs.  
Ms.

\_\_\_\_\_ Last

\_\_\_\_\_ First

\_\_\_\_\_ Middle

Address: \_\_\_\_\_

Street

City

Zip Code

Present Building Assignment: \_\_\_\_\_

Subject Area and Grade Assignment: \_\_\_\_\_

Subjects

Grades

Type of Sabbatical Requested:

Health \_\_\_\_\_

Education \_\_\_\_\_

Semester(s) and Year(s) Requested:

Fall \_\_\_\_\_

Spring \_\_\_\_\_

Fall and Spring \_\_\_\_\_

Year \_\_\_\_\_

Year \_\_\_\_\_

Year \_\_\_\_\_

1. If the request is for Health reasons, a written Physician's statement must accompany the request.
2. If the request is for Education purposes, please attach a sheet indicating the university/college you will be attending and the area of study and number of credits that will be taken. Upon return, transcripts must be produced as evidence of completed study.

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I certify that I have received a copy of the Deer Lakes School District's SABBATICAL LEAVE OF ABSENCE REGULATIONS and that my request is in accordance therewith and that I will supply the Deer Lakes School District all of the information and do all that said regulations require.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

Date Request Received \_\_\_\_\_

Date of Board Action \_\_\_\_\_

Signature of Board President \_\_\_\_\_

Date \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_

Date \_\_\_\_\_