

**MONTGOMERY
COUNTY
INTERMEDIATE
UNIT #23**

SECTION: EMPLOYEES
TITLE: SABBATICAL LEAVE
ADOPTED: MAY 26, 2010
REVISED:

338. SABBATICAL LEAVE	
1. Authority	<p>This policy shall establish the Intermediate Unit’s parameters for granting sabbatical leaves for restoration of health to certificated administrative and professional employees. Noncertificated administrative and professional employees may be eligible for sabbatical leaves, as determined by the Board; such determination shall be made on a case-by-case basis upon the recommendation of the Executive Director.</p>
SC 963, 1166	<p>The Board shall grant sabbatical leaves to eligible administrative and professional employees for the purpose of restoration of health and for other purposes at the discretion of the Board.</p> <p>The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.</p>
2. Guidelines	<p><u>Eligibility</u></p>
SC 1166	<p>To qualify for sabbatical leave, an eligible 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 Intermediate Unit.</p>
SC 1166	<p>A sabbatical leave may be taken for 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>
SC 1167	<p>The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on sabbatical leave at any one time shall not exceed ten (10%) of the number of eligible employees.</p> <p><u>Application</u></p> <p>Requests for sabbatical leave shall be submitted on the approved form and forwarded with medical documentation to the Executive Director or designee as soon as possible.</p> <p>The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of Board policy and applicable law.</p>

	<p><u>Commitment of Employee</u></p> <p>SC 1168 Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in this Intermediate Unit immediately following the sabbatical leave for one (1) full school term, unless physically or mentally unable to do so.</p> <p>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.</p> <p><u>Commitment of Employer</u></p> <p>SC 1168 At the expiration of the sabbatical leave, the employee shall be reinstated in the same position held at the time of the granting of the leave, unless that position has been eliminated.</p> <p>SC 1170 Time on sabbatical leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.</p> <p><u>Compensation</u></p> <p>SC 1169 During the period of sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.</p> <p>While on leave, the employee shall remain eligible for fringe benefits.</p> <p>SC 1166 A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 963, 1166, 1167, 1168, 1169, 1170, 1171</p>
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