

WALLINGFORD- SWARTHMORE SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: MEDICAL SABBATICAL
LEAVE

ADOPTED: February 25, 2002

REVISED: March 23, 2015

338. MEDICAL SABBATICAL LEAVE	
1. Authority	<p>This policy shall establish the district's parameters for granting medical sabbatical leaves for restoration of health to certificated administrative and professional employees.</p>
SC 1166	<p>The Board shall grant medical sabbatical leaves to eligible administrative and professional employees only for the purpose of restoration of health.</p> <p>The Board reserves the right to specify the conditions under which medical sabbatical leaves for restoration of health may be taken, consistent with law.</p>
2. Guidelines	<p><u>Eligibility</u></p>
SC 1166	<p>To qualify for medical 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 school district.</p>
SC 1166	<p>A medical sabbatical leave 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>
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 percent (10%) of the number of eligible employees.</p> <p>Should a greater number of eligible employees apply for leave than the district is required to award, preference in the determination of leave approval shall be based upon the following factors:</p> <ol style="list-style-type: none"> 1. The date of any previous sabbatical leave. 2. The number of persons on leave in each subject area/grade level. 3. The impact of the leave on the overall educational program of the district.

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	<p><u>Application</u></p> <p>Requests for medical sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Superintendent or designee as soon as possible.</p> <p>The Board shall review each application for medical sabbatical leave and shall approve those meeting the requirements of Board policy and applicable law.</p> <p><u>Documentation</u></p> <p>Applicants for medical sabbatical leave shall submit with the application form an official supporting medical statement and recommendation from his/her physician.</p> <p>SC 1171 At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment.</p> <p>SC 1171 The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine whether the leave is being used for the purpose for which it was granted.</p> <p><u>Commitment Of Employee</u></p> <p>SC 1168 Acceptance of a medical sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following the sabbatical leave for one (1) full school term (period of time elapsing between the opening of the public schools in the fall of one year and the closing of the public schools in the spring of the following year), unless prevented by illness or physical disability.</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 medical sabbatical leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p>
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SC 1170 Pol. 328	Time on medical sabbatical leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.
SC 1169	<p><u>Compensation</u></p> <p>During the period of medical 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>References:</p> <p>School Code – 24 P.S. Sec. 1166, 1167, 1168, 1169, 1170, 1171</p>