

**PENNSBURY SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES**

REQUEST FOR PROFESSIONAL DEVELOPMENT SABBATICAL LEAVE

- Sabbatical leaves of absence will be granted in compliance with the applicable sections of the School Code (11-1166) and Pennsbury School Board Policy 338.1.
- Any person employed in the public school system of Pennsylvania who has completed ten (10) years of satisfactory service as a professional employee shall be eligible for a sabbatical leave of absence. Thereafter one leave of absence shall be allowed after each seven (7) years of service. The last five (5) years of this service must have been served with Pennsbury.
- To satisfy the requirement for college course work, you must complete 9 graduate credits or 12 undergraduate credits for a half-year sabbatical or 18 graduate credits or 24 undergraduate credits for a full year sabbatical.
- In order to apply for a Professional Development Sabbatical leave, you must complete the attached form and prepare a detailed plan describing the professional development activities to be undertaken. Send the form and the plan to the Chief Executive Officer prior to March 1st of the current school year for half-year or full-year sabbatical leaves to be taken during the following school year. Should you be unable to complete the exact college course work information at this time, complete the college course work information based upon the type of course work you will be taking. Then complete a new form 30 days prior to the start of your sabbatical leave detailing the exact course work. Please understand that your sabbatical leave request will be acted upon by the Board based upon the information you are submitting on the form. Therefore should this information change substantially another sabbatical request form and Board approval will be required.
- Sabbatical leaves may be granted for one school year, one half school year, or two one half school years. Sabbatical leaves taken for two one half school years must be completed within a two (2) year period.
- Progress reports must be submitted. One report is to be submitted at mid-term to the Chief Executive Officer. A similar report is to be submitted within thirty (30) days after the end of the leave. Should the purpose of your leave be to pursue college course work, the report will be satisfied by submitting a transcript verifying the completion of your college course work. Should the purpose of your leave be to participate in professional development activities, then the report must include verification from a person or authority that you have participated and completed the activities.

- While on sabbatical leave, you cannot engage in any full-time remunerative employment without the permission of the Chief Executive Officer.
- You will be paid half of your regular salary during the sabbatical leave. Staff on sabbatical leave will receive salary payments by the same method as full-time staff members. Exceptions to this method of payment will require the approval of the Chief Executive Officer. Your retirement contribution will continue to be deducted from your pay while on sabbatical. Should you wish to change any voluntary deduction during your sabbatical leave, you should complete a form available in the Payroll Department.
- You must return to your employment with the School District for a period of time not less than one school year immediately following full-year or half-year sabbatical leaves.
- Should you presently be enrolled in Pennsbury's insurance program, this will continue during your sabbatical leave.
- Requests to rescind sabbatical leaves will only be recommended to the school board for approval if your position is still vacant and your replacement has not been hired. Once your position has been filled by the administration then you will not be able to rescind your sabbatical leave.

6.2.11

PENNSBURY SCHOOL DISTRICT
Fallsington, Pennsylvania

HUMAN RESOURCES DEPARTMENT

REQUEST FOR PROFESSIONAL DEVELOPMENT SABBATICAL LEAVE

NAME: _____ SCHOOL: _____ GRADE/SUBJECT: _____

Sabbatical for School Year: _____ Circle One: 1st Semester Only 2nd Semester Only Full Year

Reason for Professional Development Leave Requested (check one):

_____ **Pursue college coursework** – requires completion of nine (9) graduate credits or 12 undergraduate credits for half year; or 18 graduate credits or 24 undergraduate credits for a full year. **(Complete front side of this form.)**

_____ **Participate in Professional Development activities** – 180 of Professional Development activities for half year; or 360 hours for a full year. **(Complete back side of this form.)**

_____ **Combination** of college coursework and Professional Development activities – 180 hours for half year or 360 hours for full year. (1 graduate credit = 20 hours or 1 undergraduate credit = 15 hours). **(Complete both sides of this form.)**

COLLEGE COURSEWORK INFORMATION

COLLEGE / UNIVERSITY	COURSE / TITLE	# OF CREDITS	GRADUATE / UNDERGRADUATE	EXPLANATION OF RELATIONSHIP TO PROFESSIONAL RESPONSIBILITIES

DATE

SIGNATURE

COMPLETED FORM IS TO BE FORWARDED TO THE SUPERINTENDENT, FOR APPROVAL PRIOR TO MARCH 1 OF THE CURRENT SCHOOL YEAR.

DATE

SUPERINTENDENT'S SIGNATURE

SEE OTHER SIDE FOR PROFESSIONAL DEVELOPMENT ACTIVITIES

PROFESSIONAL DEVELOPMENT ACTIVITIES

ACTIVITY	ORGANIZATION	NO OF HOURS	EXPLANATION OF RELATIONSHIP TO PROFESSIONAL RESPONSIBILITIES

DATE

SIGNATURE

COMPLETED FORM IS TO BE FORWARDED TO THE SUPERINTENDENT, FOR APPROVAL PRIOR TO MARCH 1 OF THE CURRENT SCHOOL YEAR.

DATE

SUPERINTENDENT'S SIGNATURE