



Book	BHASD Policies
Section	300 Employees
Title	Sabbatical Leave - Restoration of Health
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Applicable Staff

ADMINISTRATIVE EMPLOYEES, PROFESSIONAL EMPLOYEES

NOT APPLICABLE FOR CLASSIFIED EMPLOYEES

Purpose

This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health to certificated administrative and professional employees.

Authority

The Board shall grant sabbatical leaves to eligible administrative and professional employees only for the purpose of restoration of health and for other purposes at the discretion of the Board. [\[1\]](#)

The Board reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, or other purposes may be taken, consistent with law.

Guidelines

Eligibility

To be eligible 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 school district. [\[1\]](#)

A 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. [\[1\]](#)

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. [\[2\]](#)

Application

Requests for sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to the Superintendent or designee as soon as possible.

The Board shall review each application for sabbatical leave and shall approve those meeting the requirements of Board policy and applicable law.

Documentation

Applicants for sabbatical leave shall submit with the application form an official supporting medical statement and recommendation from his/her physician.

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.[3]

The Board reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the validity of the leave request.[3]

Commitment of Employee

Acceptance of a 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 year, unless physically or mentally unable to do so.[4]

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.

If the employee fails to return to service, unless prevented by illness or physical disability, the employee shall forfeit all benefits to which he/she would have been entitled for the period of his/her sabbatical leave of absence. If the employee resigns or fails to return to employment, the amount contributed by the District to the Public School Employees' Retirement System shall be deducted from the refund payable to the employee under existing law and the amount so deducted will be refunded to the Brandywine Heights Area School District.

The employee must reimburse the district for any salary paid and benefits costs while on leave if he/she fails to return to employment for a full school term following the leave.

Commitment of Employer

At the expiration of the sabbatical leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.[4]

Time on sabbatical 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.[5]

Compensation

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.[6]

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

The School District shall pay into the Public School Employees' Retirement System on behalf of each such employee on leave, in addition to the contributions required by law to be made by it, the full amount of the contribution required by law to be paid by the employee as though said employee were actually in regular full-time daily attendance in the position from which the sabbatical leave was taken so that such employee's retirement rights shall be in no way affected by such leave of absence. The amount of the contribution required to be paid by the employee shall be deducted from any compensation payable to the employee while on leave.

Sick leave and personal days will not accrue during the year or pro-rata portion of the year on leave of absence.

A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.[1]

Compensable employment may not be engaged in while the employee is on sabbatical leave.

Legal

[1. 24 P.S. 1166](#)

[2. 24 P.S. 1167](#)

[3. 24 P.S. 1171](#)

[4. 24 P.S. 1168](#)

[5. 24 P.S. 1170](#)

[6. 24 P.S. 1169](#)