

PENN MANOR SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: DEFINITION OF NON-
INSTRUCTIONAL EMPLOYEES

ADOPTED: February 8, 1999

REVISED:

<ol style="list-style-type: none"> 1. Purpose 2. Authority SC 1166 3. Guidelines 	<p style="text-align: center;">438. SABATICAL/PROFESSIONAL DEVELOPMENT LEAVE</p> <p>This policy shall establish the district's parameters for granting sabbatical leaves.</p> <p>The Board shall grant sabbatical leaves to professional employees in accordance with the same provisions as professional employees.</p> <p><u>Application Procedures</u></p> <p>All requests for sabbatical leave must be filed on forms provided by the school district. The conditions of such leave will be described in detail on this form. Following receipt of this form by the Superintendent's Office, a hearing to consider the merits of the requested leave will be scheduled. This hearing will be conducted by a committee composed of the immediate supervisor of the individual requesting the sabbatical leave, the Curriculum Supervisor, the Administrative Assistant for Instruction, and the Superintendent or his/her designee. This committee will submit their recommendations to the Personnel Committee of the Board for their consideration.</p> <p><u>Types of Leave and Requirements</u></p> <p><u>Restoration of Health</u></p> <ol style="list-style-type: none"> 1. Conditions of applying for leave: <ol style="list-style-type: none"> a. Request shall be accompanied by a statement from the staff member's physician indicating the need for such leave. b. The school district medical examiner will validate the request and inform the Superintendent of his/her recommendation. c. The request will then be presented to the Board for approval.
---	---

2. Regulations during leave:

- a. No employee, while on leave for the purpose of study, shall be employed in any job which may be restricting to the employee's ability to fulfill the purpose for which the sabbatical leave was granted.

3. Regulations following leave;

Regulations following leave shall conform to Section 1168 of the Public School Code of 1949 as amended.

Selection and Priority

The Board shall decide in each case whether or not the application presented is responsible and proper for the purpose for which sabbatical leaves may be granted.

Applications shall be given preference according to the years of service to the district since the previous sabbatical leave of the applicant. If, in the opinion of the Board, an application is of outstanding merit, it may be given preference over other applications except for those for the restoration of health and according to the provisions of the law regarding seniority in the granting of sabbatical leaves.

Any individual wishing to rescind an approved sabbatical leave must return such action, in writing, at least sixty (60) days prior to the date the leave was to commence. This request shall be submitted to the Superintendent's Office.

Final Report

Within thirty (30) days following the return to professional duties, the recipient shall report, as directed, to the committee which granted the leave.

Pay For In Service Days While On Sabbatical.

1. When individuals are on sabbatical for educational purposes at full pay for one (1) semester they will be paid for optional in-service days which they work. If in-service days are scheduled (not optional) during the semester of their absence, they will be paid for that day or days as well.
2. If a person is on sabbatical for a full year (for any reason) at half-pay, they will be given credit for all in-service days.

3. Individuals who are on sabbatical for one (1) semester at half-pay will be paid for optional days that are actually worked and are scheduled days during the semester.

Non-instructional personnel include:

1. Secretarial
2. Custodial and Maintenance
3. Cafeteria
4. Aides
 - a. Instructional
 - b. Non-instructional
5. Health Room Technician
6. Others