

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED:

## 338-AR-0. SABBATICAL LEAVE FOR RESTORATION OF HEALTH

A sabbatical leave for reasons of health will be provided by the district when an eligible administrative or professional employee's illness or disability will not permit him/her to complete the job assignment for at least one-half (1/2) of a school term.

In addition to the statements in Board policy, the employee requesting sabbatical leave must abide by the following conditions:

1. The employee must complete the Application For Sabbatical Leave For Restoration Of Health and submit it to the Superintendent. A supporting medical statement signed by a physician and specifying the nature of the illness or disability, attesting to the need for the leave, and stating the time required must be attached to the application.
2. The Superintendent will forward the application and medical statement to the Board for its approval.
3. Applicants for sabbatical leave must agree to return to service in the district for a period of not less than one (1) school term immediately following such leave.
4. The employee is responsible to keep the district advised on a regular basis as to his/her medical progress during the leave.
5. The Superintendent may request periodic updates from the physician regarding the employee's condition and projected return to work.
6. Bi-weekly paychecks will be mailed to the employee's home, unless other arrangements have been made.
7. Upon completion of the leave, the employee must provide a physician's statement certifying that the employee is able to resume his/her full duties.
8. Employees who fail to return to service in the district following a sabbatical leave will reimburse the district for any salary paid and benefit costs while on leave, unless the employee is prevented by illness or physical disability to return to employment at the expiration of the leave.