

# PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: October 17, 2012

REVISED: July 1, 2017

## 338.1-AR-0. COMPENSATED PROFESSIONAL LEAVES

The district will grant professional development and classroom occupational exchange leaves to eligible administrative and professional employees to pursue additional educational study and experiences that will enhance their professional performance within the profession and the district and to allow employees to acquire applicable educational certificates and licenses.

### Professional Development Leaves

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

1. The employee must submit a completed Application For Professional Development Leave to the Superintendent, along with a detailed plan describing the professional development activities to be undertaken and a course schedule when applicable.
2. The employee must submit the application by March 1 for the following school year.
3. The Superintendent will forward the application and supporting documents to the Board for its review and approval.
4. Applicants for a professional development 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.
5. Employees who are on leave for professional development will submit a transcript and/or a report of activities.
6. Bi-weekly paychecks will be mailed to the employee, unless other arrangements were made.
7. Upon completion of the leave, the employee must provide to the Superintendent within thirty (30) calendar days, satisfactory written evidence that the employee fully complied with the approved plan for professional development. If the employee fails to do so, unless prevented by illness or physical disability, the employee will forfeit all benefits to which s/he would have been entitled during the period of leave.

8. If the employee fails to return to service in the district following the leave of absence, the employee will reimburse the district for any salary and benefit costs while on leave, unless the employee is prevented by illness or physical disability to return to employment upon expiration of the leave.

Classroom Occupational Exchange Leave

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

1. The employee must submit a completed Application For Classroom Occupational Leave to the Superintendent, along with a statement from the employer agreeing to fully compensate the district for the salary, pension and retirement contributions, and other benefits of the employee.
2. The employee must submit the application before March 1 for the following school year.
3. The Superintendent will forward the application and supporting documents to the Board for its review and approval.
4. Applicants for a classroom occupational exchange leave must agree to return to service in the district for a period not less than one (1) school term immediately following such leave.
5. Employees on classroom occupational exchange leave will submit periodic reports from the employer to the district.
6. Bi-weekly checks will be mailed to the employee, unless other arrangements were made.
7. If the employee fails to return to service in the district following a leave of absence, the employee will reimburse the district for any salary paid and benefits cost while on leave, unless the employee is prevented by illness or physical disability to return to employment upon expiration of the leave.