

# CANON-MCMILLAN SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: COMPENSATED  
PROFESSIONAL LEAVES

ADOPTED: August 20, 2007

REVISED:

	<p>338.1. COMPENSATED PROFESSIONAL LEAVES</p>
1. Purpose	<p>This policy shall establish the district's parameters for granting professional development and classroom occupational exchange leaves for certificated administrative and professional employees.</p>
2. Definitions SC 1166.1	<p><b>Professional Development Leave</b> - shall be defined as a leave of absence granted for the purpose of improving professional competency or obtaining a professional certificate or commission. Such leave shall be directly related to an employee's professional responsibilities, as determined by the Board, and be restricted to activities required by state regulation or law, or completed to improve professional competency.</p>
SC 522.2	<p><b>Classroom Occupational Exchange Leave</b> - shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.</p>
3. Authority SC 1166.1, 1171	<p>The Board shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave for eligible employees. All requests for such leave shall be subject to review by the Board. The Board may approve or reject a proposed plan for professional development leave.</p>
SC 522.2	<p>The Board may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.</p>
4. Guidelines	<p><b>PROFESSIONAL DEVELOPMENT LEAVE</b></p>
SC 1166	<p><u>Eligibility</u></p> <p>To qualify for professional development 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.</p>

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SC 1166	<p>A leave for professional development 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.</p>
SC 1167	<p>The total number of administrative employees on such leaves of absence shall not exceed ten percent (10%) of the number of eligible employees. The total number of professional employees on such leaves of absence shall not exceed ten percent (10%) of the number of eligible employees.</p> <p>Subsequent leaves of absence for professional development shall be considered after each seven (7) years of service in the district.</p>
SC 1166.1	<p><u>Application</u></p> <p>Professional development leaves shall be granted only to employees participating in an academic program for the purpose of retaining a professional certificate or commission, further preparation and improvement in an area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the school district, or as the Board may require, and upon the recommendation of the Superintendent.</p> <p>Requests for professional development leave shall be submitted in writing and forwarded with a detailed plan to the Superintendent.</p> <p>Employees desiring to take a leave of absence for professional development shall apply at least sixty (60) days but not more than one (1) year before the leave is to commence. Applications for leaves for this purpose filed late shall be considered only if, in the Board's sole discretion, reasons for the leave develop after the deadline for applying and approval of the leave is in the best interest of the district.</p>
SC 1166.1	<p><u>Documentation</u></p> <p>Applicants for professional development leave shall submit with the application letter a detailed plan describing the professional development activities to be undertaken and a statement specifying the benefits of the leave to the employee and the school district. The plan shall provide sufficient information to permit the Board to adequately evaluate the request.</p>
SC 1171	<p>The Board may at any time require additional information from the employee in order to assist the Board in evaluating the request and the leave's benefits to and impact on the employee and the school district.</p>

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<p>SC 1166.1</p>	<p>The minimum requirements for leave for a half school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none"> <li>1. Nine (9) graduate credits.</li> <li>2. Twelve (12) undergraduate credits.</li> <li>3. One hundred eighty (180) hours of professional development activities.</li> </ol>
<p>SC 1166.1</p>	<p>The minimum requirements for leave for a full school term shall consist of any one or a combination of the following:</p> <ol style="list-style-type: none"> <li>1. Eighteen (18) graduate credits.</li> <li>2. Twenty-four (24) undergraduate credits.</li> <li>3. Three hundred sixty (360) hours of professional development activities.</li> </ol>
<p>SC 1171</p>	<p>Applicants who propose to take <b>graduate or undergraduate credits</b> shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Superintendent. The employee shall successfully complete the approved courses and receive passing grades. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month an official transcript of all courses completed. Failure to receive passing grades or to submit required transcripts on time shall result in forfeiture of monies paid by the district.</p>
<p>SC 1171</p>	<p>Applicants who propose to undertake <b>professional development activities</b> shall submit to the Board a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Superintendent within the first month a formal report describing the educational activities pursued and their benefits and relevancy. Failure to submit required reports on time shall result in forfeiture of monies paid by the district.</p> <p><u>Commitment Of Employee</u></p>
<p>SC 1166.1, 1168</p>	<p>Acceptance of professional development leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school term, unless prevented by illness or physical disability.</p> <p>Employees shall submit required reports on time or forfeit all compensation and benefits.</p>

<p>SC 1168</p> <p>SC 522.1, 1170</p> <p>SC 1166</p>	<p><u>Commitment Of Employer</u></p> <p>At the expiration of the professional development leave, the employee shall be reinstated in the same position held at the time of the granting of the leave, unless agreed otherwise.</p> <p>Time on professional development leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.</p> <p><u>Compensation</u></p> <p>An employee on sabbatical leave or leave of absence for professional development shall receive one-half (1/2) of his/her regular salary during the period of such leave. Salaries shall be paid by the same methods used to pay full-time staff members.</p> <p>Deductions of social security and federal/state/local withholding tax shall be computed on the actual amount of salary paid.</p> <p>An employee on leave shall retain accumulated sick and personal leave. The Board shall pay the premium costs for medical and life insurance for employees on leave of absence for professional development.</p> <p>A leave of absence granted for professional development shall also serve as a leave of absence without pay from all other school activities.</p> <p>Compensable employment may not be engaged in while the employee is on professional development leave.</p> <p style="text-align: center;"><b>CLASSROOM OCCUPATIONAL EXCHANGE LEAVE</b></p> <p><u>Application</u></p> <p>Requests for classroom occupational exchange leave shall be submitted in writing and forwarded with appropriate documentation to the Superintendent.</p> <p><u>Documentation</u></p> <p>Applicants for classroom occupational exchange leave shall submit with the application letter a statement from the employer agreeing to the terms and conditions of the leave, as specified in Board policy.</p>
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SC 522.2, 1166.1, 1171	Upon return from such leave, the employee shall submit to the Board a final report detailing the work experience and its benefits.
	<u>Commitment Of Employee</u>
SC 1168	Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in this district immediately following the leave for one (1) full school term, unless prevented by illness or physical disability.
	<u>Commitment Of Employer</u>
SC 1168	At the expiration of the classroom occupational exchange leave, the employee shall be reinstated in the same position held at the time of the granting of the leave, unless agreed otherwise.
SC 522.2	Time on classroom occupational exchange leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.
	<u>Compensation</u>
SC 522.2	The business, industry or government to whom the employee is assigned during the leave shall fully compensate the school district for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.
	References:
	School Code – 24 P.S. Sec. 522.1, 522.2, 1166, 1166.1, 1167, 1168, 1169, 1170, 1171