

ADMINISTRATIVE PROCEDURE 338

DATE: 4-29-23

ERIE COUNTY TECHNICAL SCHOOL APPLICATION FOR SABBATICAL LEAVE

Applications for Sabbatical Leave must be received in the Office of Human Resources no later than one month prior to date for which the leave is requested.

Sabbatical leave must be for a period of a whole school year, a half school year, or for two half school years within a period of two years. Sabbatical leave requested by reason of restoration of health may be granted at any time during the school year for an equivalent period of half school year, or for two half school years withing a period of two years.

CAREFULLY READ THE ATTACHED INSTRUCTIONS FOR THIS APPLICATION.

Last Name <u>Schallis</u>	First Name <u>Kelly</u>	MI <u>Raige</u>
Street Address <u>7920 Clossing Rd</u>	Phone Number <u>814 602 4889</u>	Position/Classification <u>Instructor</u>
City <u>Grand</u>	State <u>PA</u>	Zip Code <u>16417</u>

PLEASE SELECT SABBATICAL TYPE AND EFFECTIVE DATES

☒ **RESTORATION OF HEALTH**(Physician's documentation attached) ☒ Half (1/2) Year Beginning _____

☒ **APPROVED**

☐ **DISAPPROVED**

By: Joseph Tarasovitch

☐ **Professional Development Leave** ☐ Half (1/2) year, or ☐ One (1) Year Beginning _____

Provide a detailed plan describing the professional development courses and activities to be undertaken during your leave. All proposed courses and activities are subject to prior approval. All courses and activities must be directly related to your professional responsibilities as determined by the JOC. You must list specific educational courses and/or professional development activities which must be encompassed by the educational domains delineated in section 6 on the reverse side of this application.

After carefully reading the directions for this application, it is requested that I be granted a sabbatical leave of absence as authorized by the provisions of Section 1166 of the Public School Code of 1949 and under the provisions of the Sabbatical Leave Policy No. 338 as adopted by The Erie County Technical School. I agree that if the sabbatical is granted, I will not engage in any remunerative occupation other than that which I could perform while in active service, and I will return to the service of The Erie County Technical School at the expiration of the leave for (1) School Term (185 days) unless prevented by verified illness or disability, for a period equal to the length of leave.

Kelly Schallis 4-29-23
Signature of Applicant / Date

Joseph Tarasovitch 5/5/23
Signature of Director / Date

SABBATICAL LEAVE APPLICATION INSTRUCTIONS

Read carefully and completely before making a request.

1. Persons shall be considered eligible for sabbatical leave only after the completion of ten years of satisfactory service in the public schools of this State, and after the completion of five years of satisfactory service to the Erie County Technical School and thereafter at intervals of seven years from the date of termination of the previous leave.

Number of years completed as a professional employee in the schools of Pennsylvania (must be at least ten years) 10?

Number of years completed as a professional employee at The Erie County Technical School (must be at least five consecutive years) 10?

Number of years elapsed as a professional employee in this school since last sabbatical leave (must be at least seven years) 10?

2. Qualified employees may request a sabbatical leave of absence for professional development, or a sabbatical leave for restoration of health.

Purpose for which sabbatical leave (check one)

☒ Restoration of Health (Physician's documentation attached)
☐ Professional Development

3. The school director must sign the sabbatical application.
4. During the period of sabbatical leave, the absentee is not to engage in a remunerative occupation other than that which could have been performed while in active service. A statement that this requirement has been followed will be required at the conclusion of such leave.
5. The purpose of sabbatical leave cannot be changed once the leave has commenced. Emergency situations will be considered upon written notice to the Office of Human Resources.
6. A sabbatical leave of absence for professional development must be in accordance with the following provisions:
 - A. Courses must be directly related to your professional responsibilities as determined by the JOC. Courses are subject to prior approval. Any changes in the courses or plan require prior approval. Courses and activities must be encompassed by the following educational domains:
 - a) subject matter teaching,
 - b) equity among a diverse student population,
 - c) nature, extent, and uses of student measurement,
 - d) social and psychological aspects of education,
 - e) leadership and professionalism of education, or
 - f) courses which may be approved based on the submission of course descriptions and the applicability of course content.
 - B. Applicants must submit a detailed plan describing the professional development activities to be undertaken on the Application Form. Courses must be taken for credit. Applicants must successfully complete nine graduate or twelve undergraduate semester hours at an accredited institution of higher education or 180 hours of professional development activities during each one-half year of the educational leave (proportional combinations of courses and activities may be requested).

7. Upon approval of the leave, the employee shall provide to the JOC satisfactory evidence that the approved plan for professional development was fully complied with during the leave of absence. Sixty minutes of professional development activities are required for one hour of credit. Official transcripts, or written verification of attendance at professional development activities must be presented.
8. If the employee fails to comply with the approved educational plan, unless prevented by illness or physical disability, the employee shall forfeit all benefits for the period of absence. Illness or physical disability is subject to verification.
9. I am aware that Section 1171 of the Public School Code of 1949 states, "The Board of School Directors shall have the right to make such regulations as they deem necessary to make sure the employee on leave shall utilize such leave properly for the purpose for which it was granted requiring reports from the employees on leave in such manner as they may deem necessary."
10. I agree to submit a report to the Director's office on the completion of my activities during the period of my sabbatical leave in sufficient detail to enable the Joint Operating Committee to make sure that I am utilizing my leave properly for the purposes for which it was granted. This report is due at the end of each school semester. I understand a return to my employment is required, unless waived by the Joint Operating Committee.
11. Applicants may request a sabbatical leave for the purpose of restoration of health. Applicants are required to provide documentation from their attending physician. Such documentation must include dates of treatment, type of treatment, and current status. Applicants must return the attached Sabbatical Leave for Restoration of Health Certification of Health Care Provider Form.
12. Every applicant for sabbatical leave must sign the agreement to return to the services of The Erie County Technical School at the expiration of leave, for a period equal to one (1) school term (185 days). Unless prevented by illness or physical disability, employees who fail to return shall forfeit all benefits for the period of leave, and retirement deductions shall be returned to the school. Illness or physical disability is subject to verification.

4-29-23
Date

Kelly Schaulis
Applicant's Signature