

Administrative Procedures for Restoration to Health Sabbatical Leave (Attachment for Policy No. 338)

Purpose

This policy establishes the School District of Philadelphia's ("District") parameters for granting sabbatical leaves for restoration of health to certificated administrative and professional employees.

Definitions

Eligible Employee: 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 District.

Certificated Employee: An employee whose position requires a valid Pennsylvania Department of Education certificate, including but not limited to teachers, administrators, counselors, and other professional staff.

Medical Certification: A written statement from a licensed physician or other licensed healthcare professional that:

- Clearly diagnoses the employee's medical condition.
- Explains how the condition is significantly impacting the employee's ability to perform essential job functions.
- Recommends a continuous long term leave of absence from normal duties
- Specifies the recommended duration of the leave.

Essential Job Functions: The fundamental duties and responsibilities of the employee's position that are critical to the successful performance of the job.

Procedures

The Superintendent designates the Office of Talent as responsible for implementing and maintaining the requirements of this policy and its procedures.

Sabbatical Application Process

- The employee must submit a request to the Office of Talent for a sabbatical leave for restoration of health through the approved process in the District's Oracle [ERP system](#) under Document Records>Add and then select Sabbatical from the dropdown.
- Applications may be submitted at any time throughout the year.
- The request must include:
 - A completed application form.

- The medical certification from a qualified healthcare professional.

Review and Recommendation

- The Office of Talent designee will review the application, medical certification, as well as the employee's length of service to determine eligibility for the restoration to health sabbatical leave.
- The Office of Talent designee may conduct a meeting with the employee to discuss the request and obtain any necessary clarification or additional information.
- The Office of Talent designee will make a decision on the request based on the completed submission.

Notification

- The employee will be notified in writing of the decision regarding their request for a sabbatical leave for restoration of health.
- If approved, the notification will include:
 - The approved leave dates.
 - Information regarding compensation and benefits coverage during the leave.
 - Any specific conditions or requirements for maintaining employment during the leave.
 - Any medical updates required during the duration of their leave.
 - Return to work requirements.

Documentation Review While on Leave

The eligible employee must submit a physician's statement to the Office of Talent designee at both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave. This statement should indicate the extent to which the purpose of the leave has been achieved and evaluate the health status of the employee relative to their ability to return to employment.

The Office of Talent designee will review the documentation to determine continued eligibility while on leave and the employee's suitability to return to work at the conclusion of the leave. The designee will communicate the results of this review in writing to the employee and will alert the employee of any issues impacting their continued eligibility or return to work status.

Returning From Leave

Upon being approved for a Restoration to Health Sabbatical, employees agree to return to their role for a period equal to one school term.

If an employee returns to work from a Restoration to Health Sabbatical before June 15, there is no impact on summer reserve payment schedule. In the event an employee returns after June 15, summer reserve compensation is made in a lump sum.

Confidentiality

The District will maintain the confidentiality of all medical information related to employee requests for Restoration to Health Sabbatical Leaves in accordance with HIPAA and any other applicable laws and regulations.

Maintenance Schedule

These procedures will be reviewed and updated periodically as necessary to ensure compliance with applicable laws, regulations, and collective bargaining agreements.

The review process will involve input from relevant stakeholders.