

THE SCHOOL DISTRICT OF PHILADELPHIA

SECTION: 300 Employees

TITLE: Restoration to Health
Sabbatical Leave

ADOPTED: August 27, 1981

REVISED: September 14, 2017

338 RESTORATION TO HEALTH SABBATICAL LEAVE

Authority

This policy shall establish the district's parameters for granting sabbatical leaves for restoration of health to certificated administrative and professional employees.

The School Reform Commission shall grant restoration to health sabbatical leaves to eligible administrative and professional employees for the purpose of restoration of health and for other purposes at the discretion of the SRC.[\[1\]](#)

The SRC reserves the right to specify the conditions under which sabbatical leaves for restoration of health or other purposes may be taken, consistent with law.

Eligibility

To qualify for restoration to health sabbatical 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, unless the SRC allows a shorter time. Thereafter, such leaves are allowed at intervals of seven (7) years from the date of the termination of the previous leave.[\[1\]](#)

A restoration to health sabbatical leave 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.[\[1\]](#)

The total number of certificated administrative employees on restoration to health sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees. The total number of certificated professional employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.[\[2\]](#)

Application

Applications for restoration to health sabbatical leave shall be submitted on the approved district form and forwarded with medical documentation to Talent as soon as possible. The Superintendent or designee must sign the application for sabbatical leave.

The SRC or designee shall review each application for sabbatical leave and shall approve those meeting the requirements of SRC policy and applicable law.

Documentation

Applicants for restoration to health sabbatical leave shall submit with the application form supporting documentation from their attending physician, including appropriate specialists. Such documentation shall include all dates of treatment, type of treatment, and a current report.

At both the approximate midpoint of the leave and at least thirty (30) days prior to the conclusion of the leave, a physician's statement shall be submitted to the Superintendent or designee, indicating the extent to which the purpose of the leave has been achieved and evaluating the health status of the employee relative to his/her ability to return to employment.[\[3\]](#)

The SRC reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine whether the leave is being used for the purpose for which it was granted.[\[3\]](#)

Commitment of Employee

Acceptance of a restoration to health sabbatical leave incurs a commitment by the employee to return to active duty in this district immediately following the sabbatical leave for one (1) full school term. Unless prevented by illness or physical disability, employees who fail to return shall forfeit all benefits for the period of the leave, and retirement deductions shall be returned to the district. Illness or physical disability is subject to verification.[\[4\]](#)

The SRC reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the employee's ability to return to work.

Commitment of Employer

Upon return from restoration to health sabbatical leave, the employee shall be reinstated in the same position held at the time of the granting of the leave.[\[4\]](#)

Time on restoration to health sabbatical leave shall be counted as time on the job for purposes of seniority and for retirement fund purposes, but for no other purpose.[\[5\]](#)

Compensation

During the period of restoration to health sabbatical leave, an employee shall be compensated at least one-half the salary to which s/he would have been entitled had the employee not taken leave.[\[6\]](#)

While on leave, the employee shall be entitled to insurance benefits provided other employees of a similar classification.

A sabbatical leave granted for restoration of health shall also serve as a leave of absence without pay from all other school activities.[\[1\]](#)

During the period of restoration to health sabbatical leave, employees may not engage in a remunerative occupation other than that which could have been performed while in active service and a statement that this requirement has been followed will be required at the conclusion of the leave. However, employees are permitted to accept fellowships or foundation grants without losing their entitlement to salary specified by law.

Legal References:

1. 24 P.S. 1166

2. 24 P.S. 1167

3. 24 P.S. 1171

4. 24 P.S. 1168

5. 24 P.S. 1170

6. 24 P.S. 1169