

SABBATICAL LEAVE FOR PROFESSIONAL EMPLOYEES

The local school may elect to adopt a policy granting sabbatical leave for full-time professional employees with teaching responsibilities, in keeping with the criteria outlined below:

1. The sabbatical leave must be for a defined educational purpose, and may not be for illness, personal or family leave.
2. The employee must have completed 15 years of full-time service to the school before sabbatical leave may be granted.
3. The leave will be without salary.
4. The employee may continue on the medical, dental and vision plans, provided that they pay the full cost of the plan. The school will not be responsible for benefit payments.
5. Participation in the 401K plan would be suspended for the duration of the leave.
6. Seniority will be suspended during the time of the leave. The leave does not count towards continuous service in the diocese, nor detract from it.
7. The employee is not eligible to participate in the Life Insurance plan; however they may convert their coverage to the Voluntary Life plan, at their own expense.
8. The employee would not accrue a step salary increase during the time of the leave, nor would they accrue sick leave or personal days.
9. Tuition assistance for any educational courses taken during the leave may be offered in keeping with the established local school policy.
10. The leave may be taken for a defined period of time up to one full academic year only.
11. The employee, in keeping with their seniority and professional status, would return to their former position, or a similar position in the faculty. Should the school be required to reduce the staff, the position of the employee on leave will be considered as if they were on active employment and may be a position reduced.

The employee requesting a sabbatical leave may not have any outstanding disciplinary issues, nor be covered by risk management insurance such as workers compensation, accident insurance, or other liability insurance coverage.

A sabbatical leave is granted at the discretion of the principal.

All benefits referenced are understood as according to the current benefit schedules.

Should the employee fail to return by the specified date, their employment would be automatically terminated.

Policy adopted:
July 1, 2014

Bishop of Harrisburg