

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: COMPENSATED  
PROFESSIONAL LEAVES

ADOPTED: September 15, 2005

REVISED: August 17, 2006

	338.1. COMPENSATED PROFESSIONAL LEAVES
1. Purpose SC 1850.1	This policy shall establish the parameters for granting professional development and classroom occupational exchange leaves for eligible administrative employees.
2. Definitions SC 1166.1	Professional Development Leave - 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 Joint Operating Committee, and be restricted to activities required by state regulation or law, or to improve professional competency.
SC 522.2	Classroom Occupational Exchange Leave - shall be defined as a leave of absence granted for the purpose of acquiring practical work experience in business, industry or government.
3. Authority SC 1166.1, 1171	The Joint Operating Committee shall have sole authority to adopt and enforce policy establishing the conditions for approval of a professional development leave. All requests for such leave shall be subject to review by the Joint Operating Committee. The Joint Operating Committee may approve or reject a proposed plan for professional development leave.
SC 522.2	The Joint Operating Committee may grant a leave to eligible employees for classroom occupational exchange leave for the specified purpose.
4. Guidelines	PROFESSIONAL DEVELOPMENT LEAVES
SC 1166	<u>Eligibility</u> To be eligible for professional development or classroom occupational exchange leave, an 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 the school. Prior service in a participating school district shall be credited toward this requirement.

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<p>SC 1166</p>	<p>A leave for professional development or classroom occupational exchange 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 option of the employee.</p>
<p>SC 1167</p>	<p>The total number of administrative employees on such leaves of absence at any one time shall not exceed ten percent (10%) of the number of eligible employees.</p>
<p>SC 1166.1</p>	<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 his/her area(s) of certification, additional certification, attaining other appropriate and identifiable educational positions within the school, or as the Joint Operating Committee may require, and upon the recommendation of the Administrative Director.</p> <p>Requests for professional development leave shall be submitted on the approved form and forwarded with a detailed plan to the Administrative Director.</p> <p>All required application materials shall be submitted by April 1 for the following school year and by October 1 for the following semester.</p> <p><u>Documentation</u></p>
<p>SC 1166.1</p>	<p>Applicants for professional development leave shall submit with the application form 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. The plan shall provide sufficient information to permit the Joint Operating Committee to adequately evaluate the request.</p> <p>The Joint Operating Committee may at any time require additional information from the employee in order to assist the Joint Operating Committee in evaluating the request and the leave's benefits to and impact on the employee and the school.</p>
<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>

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	<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>Applicants who propose to take graduate or undergraduate credits shall submit notification of acceptance and enrollment from an accredited institution of higher learning for study in courses approved by the Administrative Director. The employee shall successfully complete each approved course with a grade of B or better. Upon return from professional development leave, the employee shall submit to the Administrative Director 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 school.</p> <p>Applicants who propose to undertake professional development activities shall submit to the Joint Operating Committee a detailed plan listing the specific activities. Upon return from professional development leave, the employee shall submit to the Administrative Director 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 school.</p> <p><u>Commitment Of Employee</u></p> <p>SC 1166.1, 1168 Acceptance of professional development leave incurs a commitment by the employee to return to active duty in the school immediately following the leave for one (1) full school year, unless prevented by illness or physical disability. Employees shall submit required reports on time or forfeit all compensation and benefits.</p> <p><u>Commitment Of Employer</u></p> <p>SC 1168 At the expiration of the professional development leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p> <p>SC 522.1, 1170 Time on professional development leave shall be counted as time on the job for purposes of seniority, where applicable in the school, and for retirement fund purposes but for no other purpose.</p>
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SC 1169	<p><u>Compensation</u></p> <p>During the period of professional development 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. Medical and other insurance benefits shall continue in force during the leave.</p>
	<p>CLASSROOM OCCUPATIONAL EXCHANGE LEAVE</p>
	<p><u>Application</u></p> <p>Requests for classroom occupational exchange leave shall be submitted on the approved form and forwarded with appropriate documentation to the Administrative Director.</p> <p>All required application materials shall be submitted by April 1 for the following school year.</p>
	<p><u>Documentation</u></p> <p>Applicants for classroom occupational exchange leave shall submit with the application form a statement from the employer agreeing to the terms and conditions of the leave, as specified in Joint Operating Committee policy.</p>
SC 522.2, 1166.1	<p>Upon return from such leave, the employee shall submit to the Joint Operating Committee a final report detailing the work experience and its benefits.</p>
	<p><u>Commitment Of Employee</u></p>
SC 1168	<p>Acceptance of classroom occupational exchange leave incurs a commitment by the employee to return to active duty in the school immediately following the leave for one (1) full school year, unless prevented by illness or physical disability.</p>
	<p><u>Commitment Of Employer</u></p>
SC 1168	<p>At the expiration of the classroom occupational exchange leave, the employee shall, unless agreed otherwise, be reinstated in the same position held at the time of the granting of the leave.</p>
SC 522.2	<p>Time on classroom occupational exchange leave shall be counted as time on the job for purposes of seniority, where applicable in the school, and for retirement fund purposes but for no other purpose.</p>

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<p>SC 522.2</p> <p>School Code 522.1, 522.2, 1166, 1166.1, 1167, 1168, 1169, 1170, 1171, 1850.1</p>	<p><u>Compensation</u></p> <p>The business, industry or government to whom the employee is assigned during the leave shall fully compensate the school for all salary, wages, pension and retirement contributions, and other benefits as if the employee were in full-time active service.</p> <p>The business, industry, or government agency shall sign a written agreement acknowledging its obligation for such compensation.</p>
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