

# CARBON CAREER & TECHNICAL INSTITUTE

SECTION: ADMINISTRATIVE  
EMPLOYEES

TITLE: SABBATICAL LEAVE

ADOPTED: September 15, 2005

REVISED: August 17, 2006, September 18,  
2025

338. SABBATICAL LEAVE	
1. Purpose SC 1850.1	<p><b>Purpose</b> This policy shall establish the parameters for granting sabbatical leaves for restoration of health for eligible employees.</p>
2. Authority SC 1166	<p><b>Authority</b> The Joint Operating Committee shall grant sabbatical leaves to administrative employees only for the purpose of restoration of health.</p>
SC 1171	<p>The Joint Operating Committee reserves the right to specify the conditions under which sabbatical leaves for restoration of health may be taken, consistent with law.</p>
3. Guidelines	<p><b>Guidelines</b></p>
	<p><u>Eligibility</u></p>
SC 1166	<p>To be eligible for sabbatical 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 this school. Prior service in a participating school district shall be credited toward this requirement.</p>
SC 1166	<p>A 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 option of the employee.</p>
SC 1167	<p>The total number of administrative employees on sabbatical leave at any one time shall not exceed ten percent (10%) of the number of eligible employees.</p> <p>Eligibility for a second sabbatical leave arises after completing seven years of satisfactory service following a previous sabbatical leave.</p> <p><u>Application</u></p> <p>Requests for sabbatical leave shall be submitted on the approved form and forwarded with medical documentation to the Administrative Director or designee as soon as possible.</p>

<p>SC 1168</p>	<p>The Joint Operating Committee shall review each application for sabbatical leave and shall approve those meeting the requirements of adopted policy.</p> <p><u>Documentation</u></p> <p>Applicants for sabbatical leave shall submit with the application form an official supporting medical statement and recommendation from his/her physician.</p> <p>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 Administrative Director 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.</p> <p>The Joint Operating Committee reserves the right to require at its own expense additional examinations and reports by physicians of its choice to determine the validity of the leave request.</p> <p><u>Commitment Of Employee</u></p> <p>Acceptance of a sabbatical leave incurs a commitment by the employee to return to active duty in the school immediately following the sabbatical leave for one (1) full school year, unless physically or mentally unable to do so.</p> <p>The Joint Operating Committee 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.</p> <p><u>Commitment Of Employer</u></p> <p>At the expiration of the sabbatical 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 1170</p> <p>Time on sabbatical 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> <p>The Joint Operating Committee has the discretion to approve or deny any cancellation of a sabbatical request based on, including but not limited to, the impact on school operations.</p>
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338. SABBATICAL LEAVE - Pg. 3

<p>SC 1169</p> <p>School Code 1166-1171, 1850.1</p>	<p><u>Compensation</u></p> <p>During the period of 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. Medical and other insurance benefits shall remain in effect.</p>
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