

**THE SCHOOL DISTRICT OF PHILADELPHIA**

**APPLICATION FOR SABBATICAL LEAVE**

APPLICATIONS FOR SABBATICAL LEAVE MUST BE RECEIVED IN THE OFFICE OF **HUMAN RESOURCES** NO LATER THAN ONE MONTH PRIOR TO THE CLOSE OF THE TERM PREVIOUS TO THAT FOR WHICH THE LEAVE IS REQUESTED. TEN MONTH EMPLOYEES, MAY 31 OR NOVEMBER 30, TWELVE MONTH EMPLOYEES, MAY 31 OR NOVEMBER 30. SABBATICAL LEAVES MUST BE RESCINDED IN WRITING NO LATER THAN ONE MONTH PRIOR TO THE CLOSE OF THE TERM PREVIOUS TO THAT FOR WHICH THE LEAVE IS REQUESTED.

SABBATICAL LEAVE MUST BE FOR A PERIOD OF A WHOLE SCHOOL YEAR, A HALF SCHOOL YEAR, OR FOR TWO HALF SCHOOL YEARS WITHIN A PERIOD OF TWO YEARS. SABBATICAL LEAVE REQUESTED BY REASON OF RESTORATION TO HEALTH MAY BE GRANTED AT ANY TIME DURING THE SCHOOL YEAR FOR AN EQUIVALENT PERIOD OF HALF SCHOOL YEAR, OR FOR TWO HALF SCHOOL YEARS WITHIN A PERIOD OF TWO YEARS.

**CAREFULLY READ THE DIRECTIONS ON THE REVERSE SIDE OF THIS APPLICATION**

LAST NAME	FIRST NAME	M.I.	EMPLOYEE ID NUMBER	DATE OF APPLICATION
RESIDENCE (STREET ADDRESS)			NAME OF SCHOOL	GRADE/SUBJECT TAUGHT
CITY	STATE	ZIP CODE	HOME TELEPHONE NUMBER	POSITION CLASSIFICATION

PLEASE CHECK THE TYPE OF SABBATICAL AND EFFECTIVE DATES

**TWENTY YEARS OF CONTINUOUS SERVICE**     HALF (1/2) YEAR, OR     ONE (1) YEAR BEGINNING \_\_\_\_\_

**RESTORATION TO HEALTH**     HALF (1/2) YEAR, BEGINNING \_\_\_\_\_

**APPROVED**     **DISAPPROVED**    BY: \_\_\_\_\_

*DIRECTOR EMPLOYEE HEALTH SERVICES*

**PROFESSIONAL DEVELOPMENT LEAVE**     HALF (1/2) YEAR, OR     ONE (1) YEAR BEGINNING \_\_\_\_\_

PROVIDE A DETAILED PLAN DESCRIBING THE PROFESSIONAL DEVELOPMENT COURSES AND ACTIVITIES TO BE UNDERTAKEN DURING YOUR LEAVE. ALL PROPOSED COURSES AND ACTIVITIES ARE SUBJECT TO PRIOR APPROVAL. ALL COURSES AND ACTIVITIES MUST BE DIRECTLY RELATED TO YOUR PROFESSIONAL RESPONSIBILITIES AS DETERMINED BY THE BOARD. YOU MUST LIST SPECIFIC EDUCATIONAL COURSES AND/OR PROFESSIONAL DEVELOPMENT ACTIVITIES WHICH MUST BE ENCOMPASSED BY THE EDUCATIONAL DOMAINS DELINEATED IN SECTION 6 ON THE REVERSE SIDE OF THE APPLICATION. (USE ADDITIONAL SHEETS IF NECESSARY)

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AFTER CAREFULLY READING THE DIRECTIONS ON THE OTHER SIDE OF THIS APPLICATION, I HEREBY MAKE APPLICATION FOR SABBATICAL LEAVE. I AGREE THAT IF THE SABBATICAL IS GRANTED, I WILL NOT ENGAGE IN ANY REMUNERATIVE OCCUPATION OTHER THAN THAT WHICH I COULD PERFORM WHILE IN ACTIVE SERVICE, AND I WILL RETURN TO THE SERVICE OF THE PUBLIC SCHOOLS OF PHILADELPHIA AT THE EXPIRATION OF THE LEAVE FOR (1) SCHOOL TERM (180 DAYS) UNLESS PREVENTED BY VERIFIED ILLNESS OR DISABILITY, FOR A PERIOD EQUAL TO THE LENGTH OF THE LEAVE.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL/ADMINISTRATOR

**OFFICE USE ONLY**

DATE OF ORIGINAL APPOINTMENT: \_\_\_\_\_  APPROVED     DISAPPROVED

DATE LAST EXTENDED LOA: \_\_\_\_\_

*OFFICE OF HUMAN RESOURCES*

**INSTRUCTIONS**

FORWARD/MAIL TO :  
SCHOOL DISTRICT OF PHILADELPHIA  
EMPLOYEE RECORDS, SUITE 177  
440 N. BROAD STREET  
PHILADELPHIA, PA 19130

READ CAREFULLY AND COMPLETELY BEFORE MAKING APPLICATION

1. Persons shall be considered eligible for sabbatical leave only after the completion of ten years of satisfactory service in the public schools of the state, and thereafter at intervals of seven years from the date of the termination of the previous leave.
2. Qualified employees may request a sabbatical leave of absence for professional development, or a sabbatical leave for restoration to health. Sabbatical leaves may also be taken for twenty years of continuous service in accordance with the provisions of the P.F.T. collective bargaining agreement.
3. The school principal or administrator must sign the sabbatical application.
4. During the period of sabbatical leave, the absentee is not to engage in a remunerative occupation other than that which could have been performed while in active service. A statement that this requirement has been followed will be required at the conclusion of such leave. An employee is permitted to accept a fellowship or foundation grant without losing his/her entitlement to salary specified by law.
5. The purpose of the sabbatical leave cannot be changed once the leave has commenced. Emergency situations will be considered upon written notice to the Office of Human Resources.
6. A sabbatical leave of absence for professional development must be in accordance with the following provisions:
  - A. Courses must be directly related to your professional responsibilities as determined by the Board. Courses are subject to prior approval. Any changes in the courses or plan require prior approval. Courses and activities must be encompassed by the following educational domains:
    - a) Subject matter teaching,
    - b) Equity among a diverse student population,
    - c) Nature, extent, and uses of student measurement,
    - d) Social and psychological aspects of education,
    - e) Leadership and professionalism of education, or
    - f) Courses which may be approved based on the submission of course descriptions and the applicability of course content.
  - B. On the front of this form, applicants must submit a detailed plan describing the professional development activities to be undertaken. Courses must be taken for credit. Applicants must successfully complete nine graduate or twelve undergraduate semester hours at accredited institutions of higher education or 180 hours of professional development activities during each one-half year of the educational leave (proportional combinations of courses and activities may be requested)
7. Upon approval of the leave, the employee shall provide to the Board satisfactory evidence that the employee's approved plan for professional development was fully complied with during the leave of absence. Sixty minutes of professional development activities are required for one hour of credit. Official transcripts, or written verification of attendance at professional development activities must be presented.
8. If the employee fails to comply with the approved educational plan, unless prevented by illness or physical disability, the employee shall forfeit all benefits for the period of the absence. Illness or physical disability is subject to verification.
9. Every applicant for sabbatical leave must sign the agreement to return to the service of the public schools of Philadelphia at the expiration of leave, **for a period equal to one (1) school term (180 days)**. 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 School District. Illness or physical disability is subject to verification.
10. Applicants may request a sabbatical leave for the purpose of restoration to health. Applicants are required to provide documentation from their attending physician including an appropriate specialist. Such documentation must include all dates of treatment, type of treatment, and a current report.