

RICHLAND PARISH SCHOOL BOARD
Post Office Box 599
Rayville, LA 71269
Phone: (318) 728-5964

**APPLICATION FOR SABBATICAL MEDICAL LEAVE
UNDER LOUISIANA REVISED STATUTE
17:1170 et. seq.**

SABBATICAL MEDICAL LEAVE

IMPORTANT: This application must be sent by certified mail to the attention of the Superintendent not less than sixty (60) calendar days prior to the starting date for which this sabbatical medical leave application is made. Should an applicant become ill during a semester, the request must be sent by certified mail to the attention of the Superintendent no less than thirty (30) days prior to the proposed starting date for the sabbatical medical leave.

Name of Applicant: _____
Last First Middle

Mailing Address: _____

Social Security: _____

Date of Birth: _____

Exact period for which leave is requested: _____

List the consecutive semesters of active service in the Richland Parish Public School System (Ex., 1/94-95 through 2/98-99)

The applicant has _____ accumulated sick leave days remaining as of (date) _____

Verified by: _____ Date Signed: _____
Signature of Accounting Supervisor

A STATEMENT FROM A PHYSICIAN ATTESTING TO THE NEED FOR THE SABBATICAL MEDICAL LEAVE MUST BE PROVIDED ON THE ATTACHED FORM AND SENT DIRECTLY BY THE PHYSICIAN TO THE RICHLAND PARISH SCHOOL BOARD OFFICE

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Please state the exact manner in which the requested sabbatical leave will be spent:

I, the undersigned applicant, do hereby acknowledge that, if this sabbatical leave is granted, I will be paid a salary equal to sixty-five percent (65%) of the salary that I would receive if I were employed full-time by the Richland Parish Public School System at the beginning of the period of this sabbatical leave. I hereby affirm that I will comply with all policies and regulations of the Richland Parish Public School System and the laws of the State of Louisiana regarding sabbatical leave enumerated in Title 17 of the Louisiana Revised Statutes, as amended.

As a condition of this sabbatical leave and to be eligible for compensation during such leave, I, the undersigned applicant, do hereby agree to return to service in the Richland Parish Public School System for one (1) semester for each semester of sabbatical medical leave which I may be granted herein, and that such service shall begin immediately at the expiration of the sabbatical medical leave period herein requested.

I further acknowledge that I am prohibited during the period of this sabbatical leave, if granted, to be employed gainfully for more than twenty (20) hours per week, and such work meets all of the requirements of Louisiana Revised Statute 17:1177, and has been approved by the Board of the Richland Parish Public School System. I further acknowledge that I am prohibited by state law [La. R.S. 17:1177(C)] from being employed during the period of this sabbatical medical leave, if granted, by any public or non-public school system within the United States of America, its territories or possessions.

I further affirm that all statements and representations made herein are true, accurate and correct to the best of my knowledge and belief.

Applicant's Signature

Date of Completion

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**PHYSICIAN'S STATEMENT AS REQUIRED BY
LOUISIANA REVISED STATUTE 17:1170 et. seq.**

THE INFORMATION CONTAINED IN THIS DOCUMENT IS
EXEMPT FROM THE PUBLIC RECORD LAWS OF THE STATE OF LOUISIANA

PLEASE PRINT OR TYPE

Name of patient _____

Exact period for which leave is requested: _____

Name and address of physician: _____

Physician's phone number: _____

Please complete the following request for information by circling the yes or no and providing a brief response if appropriate:

1. Have you examined and/or treated this patient during the past two years? **Yes** **No**

2. Current diagnosis and date of said diagnosis:

3. Based on your current diagnosis:

(1) Would this condition be considered within the parameters of a contagious or communicable disease? **Yes** **No**

(2) Would this condition normally cause the patient to be hospitalized? **Yes** **No**

(3) Is recuperation from the effects of this condition possible? **Yes** **No**

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- (4) Does this condition reduce the patient's capabilities in the following areas?
- | | | |
|-------------|------------|-----------|
| (1) Vision | Yes | No |
| (2) Hearing | Yes | No |
| (3) Speech | Yes | No |
| (4) Motion | Yes | No |
- (5) Does this condition prohibit the patient from conducting normal cognitive processes?
Yes No
- (6) Would this condition prohibit the patient from conducting the duties of a teacher?
Yes No
- (7) Based on your diagnosis, could this patient be gainfully employed in any other job or occupation on a part-time (20 hours a week or less) during the period of this sabbatical medical leave?
Yes No

Please provide any other information which you feel would be pertinent in the School Board's decision process as to whether or not to grant the sabbatical medical leave request made by the patient.

I, the undersigned, hereby affirm that I am a physician licensed under the laws of the State of Louisiana (or the state of domicile, if different from Louisiana). I further certify under penalty of criminal prosecution [La. R.S. 14:125] that I have examined the herein named patient/applicant for sabbatical medical leave and have found that the medical condition stated above makes the leave applied for herein medically necessary.

Physician Name: **Print or Type**

Physician Name: **(Original Signature Only _ No Facsimile)**

Date Signed: _____

PLEASE MAIL THIS FORM DIRECTLY TO THE SCHOOL BOARD OFFICE AT THE ADDRESS GIVEN ABOVE.

RICHLAND PARISH SCHOOL BOARD

Sabbatical Leave Agreement

Pursuant to Act 715 of 1977,

I, _____ do hereby affirm my intentions to return to service in the Richland Parish School System for a period of time at least equal to the time spent on sabbatical leave; I also acknowledge that failure to return to service following the expiration date of sabbatical leave, for any reason other than incapacitating illness as certified by two physicians, shall result in forfeiture of all compensation received during the leave period.

Signature

Address of Applicant

Date

Sworn to and subscribed before me

on this the _____ day of _____, 20__.

Notary Public