

**LEAVE OF ABSENCE - PEACE CORPS**

**A. Purpose and Scope**

To provide guidance and direction for District Personnel regarding Peace Corps leave of absence.

**B. General**

A Peace Corps leave of absence is one granted to permit an employee to accept an appointment to serve in the Peace Corps.

**C. Forms Used and Additional References**

Peace Corps Leave of Absence Request Form

**D. Procedure**

1. Application Procedure

Inquiries regarding the Peace Corps and requests for questionnaires relating to service therein may be made to:

Peace Corps  
Washington, D.C. 20525

2. Eligibility Requirements - Certificated

Status: Employee who leaves prior to tenure must, on return, fulfill required time before tenure is granted.

Service: During the two preceding consecutive semesters, the employee must have been working full time with the Tracy Public Schools.

3. Length of Leave

Leaves for service in the Peace Corps shall be granted for a period of four (4) semesters.

**LEAVE OF ABSENCE - PEACE CORPS (continued)**

4. Effect on Benefits

- a. Step Advance: When acceptable evidence of satisfactory Peace Corps Service is presented credit is allowed for a maximum of four (4) semesters on the same basis as though such experience were an assignment to active service with Tracy Public Schools providing the majority of the time was spent in a teaching capacity.
- b. Retirement: Service on a Peace Corps leave is not creditable for retirement purposes and no retirement contributions are required.
- c. Columnar Advance: Travel experience may be received by submitting a request to the TEPS Committee.
- d. Examinations: Satisfactory completion of a Peace Corps leave shall count as service in meeting the service requirements for the District.
- e. Sabbatical: Time spent on a Peace Corps leave will not count for sabbatical service requirement. It will not, however, break the continuity of service.
- f. Other: No other benefits (vacation, sick leave, etc.) shall accrue during the period served on a Peace Corps leave.

5. Request Procedure

After acceptance by the Peace Corps, request for leave should be filed with the Superintendent. Requests will be accepted at any time and approved by the Superintendent subject to availability of suitable replacement.

**E. Reports Required**

None

**F. Record Retention**

Request form maintained in Personnel file if applicable

**Human Resources - Certificated**

**AR 4161.51 (b)**

**LEAVE OF ABSENCE - PEACE CORPS (continued)**

**G. Responsible Administrative Unit**

Human Resources

**H. Approved By**

Associate Superintendent for Human Resources

Policy Adopted:

Joint Board: 4/22/97

