# LONG-TERM PROFESSIONAL LEAVE REGULATIONS

## Criteria for Granting

1. Eligible teachers must apply to the Board and all such leaves shall be subject to approval of the Board.
2. A teacher must have a minimum of 5 years of experience within the District. If a teacher cannot satisfy the requirements, it is still possible for a teacher to initiate a request for leave. However, teachers fully eligible will be given preference. Further, any teacher not fully eligible must produce evidence that the request is a unique opportunity for professional growth that is not likely to be available at the time the teacher is fully eligible.
3. Teachers applying for the first time for long-term professional leaves shall be given priority over those teachers requesting either an extension of a granted leave or an additional leave after having previously been granted a long-term leave.
4. In order for the Board to approve a leave, a suitable replacement must be available to ensure the curricular program of the school.
5. The number of teachers on long-term professional leave of absence shall not be in excess of 1 of the teaching staff employed by the District.

## Conditions of Approved Leaves

1. Long-term educational training leaves and other long-term professional growth experiences shall be for no less than one semester and no more than one school year.
2. A person granted a long-term leave of absence shall not be entitled to receive any salary or fringe benefits during the entire term of the leave of absence.
3. While on leave, a teacher may continue with insurance coverage provided:
   a. the teacher has secured written approval from the individual carriers; and
   b. all costs, premiums, deductibles, etc., are borne by the teacher.
3. Provided that written notice of intent to return is received by the Board, no later than March 1 of the calendar year in which said leave is to be completed, a teacher on leave will be assured of a position in the school system at the conclusion of the leave, but reassignment to the same teaching area is not guaranteed. Failure to submit the written notice of intent to return by this specified date shall be deemed to be a voluntary resignation and waiver of the right to re-employment. The District shall attempt to contact and notify the employee on long-term professional leave of this notification deadline and procedure at least 30 days in advance.[1]
4. A teacher on long-term professional leave is subject to reduction in force, the same as if the teacher had not been on leave.
5. Upon returning to the District, the teacher shall have restored benefits to which s/he was entitled at the time the leave commenced, including unused

[1] Notifying employees of return to work deadlines is an essential procedural safeguard because this language on voluntary resignations has not been tested in court.

accumulated sick leave and accumulated personal leave. The teacher shall not accrue additional experience credit during leave time.

**End of Manvel School District #125 Board Regulation DDDB-BR ..... Approved: 1/13/20**