

## PERSONNEL

### **Academic Leave**

Academic leave will be governed by the following:

- A. Academic leave without pay<sup>1</sup> may be granted for the purpose of study which may include advanced degree work or work designed to increase the employee's competence, or for such purpose as may be recommended by the Superintendent and approved by the School Board. Employees granted academic leave shall not accept full-time employment, but the recipient of academic leave may accept grants, fellowships, or remuneration for part-time employment of any type which does not interfere with the academic project.
- B. Employees granted academic leave are eligible to return to the first available equivalent position with the School Division, retaining that seniority held at the date of departure, but not accruing any additional benefits toward pay, promotion, or seniority during the time of absence.
- C. Academic leave may be granted for one full, one-half, or one-fourth of an academic year. When the period of academic leave is for less than a full academic year or when the leave spans portions of two academic years, final approval will be contingent upon the availability of a qualified replacement.
- D. One-fourth year may be granted only under certain conditions, including the following:
  - 1. For additional study
  - 2. At the beginning of a school year or at the end of a school year
  - 3. In a field of need for the School Division
- E. Once approved, requested dates for leave cannot be changed without the approval of the principal/director as well as the Chief Human Resources Officer or designee.
- F. An application for academic leave must be filed sixty (60) calendar days prior to the commencement of the leave. An employee must complete the Request for Academic Leave form and submit to [his/her](#) the principal/director for approval. Requests are subject to approval by the Department of Human Resources.
- G. An employee must provide proof of academic project enrollment within sixty (60) calendar days of the leave being approved and submit proof of completion to the Department of Human Resources prior to returning from leave. Failure to do so may void the employee's leave approval and result in a separation from employment with the School Division.
- H. Employees must be in good standing in order to be eligible to apply for academic leave. Twelve-month employees are not eligible for academic leave during probation.

Approved by Superintendent: July 16, 1991

Revised by Superintendent: March 8, 2006

Scrivener's Amendments: February 9, 2014  
Revised by Superintendent: November 29, 2017  
Revised by Superintendent: June 17, 2020

Revised by Superintendent:

**Footnotes**

<sup>1</sup> In ~~extraordinary exceptional circumstances cases where the special training/education specialized education or training is required to address critical shortage areas or programs as identified by the division, the individual receives is needed by the school division to enhance critical program(s), the Superintendent may, with approval by the School Board with School Board approval, may develop a special contract to grant paid academic leave. establish a special contract to provide paid academic leave.~~

Marnita Notman 11/8/2024

APPROVED AS TO  
LEGAL SUFFICIENCY

Kamala H. Lencioni

Cheryl R. Wadhwa 1/9/2025