PERSONNEL

Academic Leave

Academic leave will be governed by the following:

A. Academic leave without pay[1] 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. Excluding those employees who were granted academic leave under the provisions of Subsection I, Eemployees ~~granted~~ on 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. Excluding those employees who were granted academic leave under the provisions of Subsection I, Eemployees ~~granted~~ on 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 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~~to be eligible to apply for academic leave. Twelve-month employees are not eligible for academic leave during probation.

I. In exceptional cases where specialized education or training is required to address critical shortage teaching areas or programs as identified by the division, the Superintendent may establish a special ~~contract~~agreement to provide paid academic leave for school-based ~~school-based~~ teacher assistants working towards a ~~full~~ teaching license. Approval for paid academic leave is contingent upon satisfying the following provisions:

1. Full-time, school-based teacher assistants who are currently assigned to a position that directly aligns with the licensure area being pursued and who are in good standing with the school division are eligible. Work assignments may be modified to meet program requirements as determined by the principal.

2. The college or university must ~~formally~~provide written ~~agree in writing~~consent ~~to~~ allowing the employee to fulfill their student teaching requirements while remaining a paid staff member of the school division.

~~The employee must be full-time (1.0 FTE), currently assigned to a position that directly aligns with the licensure area being pursued and must be in good standing with the school division. Work assignments and locations will not be modified to meet program requirements.~~

~~1.~~3. The ~~employee must review, sign, and submit the~~ Paid Student Teaching Assurance Agreement must be signed by the employee and on file with ~~to~~ the Department of Human Resources prior to the start of the placement. ~~placement~~

~~2.~~4. Part-time, temporary staff, and individuals working under a Temporary Employment Agreement (TEA) are not eligible for this program.

~~H.~~

Approved by Superintendent: July 16, 1991
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Scrivener's Amendments: February 9, 2014
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Amended by Superintendent: February , 2025

~~Footnotes~~

~~† In exceptional cases where specialized education or training is required to address critical shortage areas or programs as identified by the division, the Superintendent may, with School Board approval, establish a special contract to provide paid academic leave.~~

APPROVED AS TO
LEGAL SUFFICIENCY
Kamala H. Lannetti

Content/Revisions Approved
January 31, *2025*
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2/12/2025