



Educational Leave Frequently Asked Questions

What is Educational Leave?

Educational leave is an unpaid leave of absence granted to licensed employees to pursue graduate education, certification, or professional development that enhances instructional practice.

Who is eligible?

To apply, you must:

- Be a licensed WCSD employee in good standing
- Have completed at least 3 years of full-time service
- Submit a formal written request explaining the purpose and benefit of the leave

How long can I take educational leave?

You may request up to 1 school year. Extensions require special approval but are not guaranteed.

Will I receive pay or benefits during the leave?

No. The leave is unpaid, and you are responsible for your own insurance premiums unless otherwise covered under [COBRA](#).

Will I return to the same position?

You are eligible to return to a comparable licensed position, though not necessarily the same school or assignment.

What's the application process?

1. [Request a leave of absence](#)
2. Include your degree program or coursework, goals, timeline, and how it aligns with WCSD priorities
3. HR and district leadership will review and determine approval based on staffing and need

Is my job protected?

Reinstatement is not guaranteed, but WCSD will make a good-faith effort to place you in a comparable classified role upon return.

Do I need to attend a specific type of school?

Requests should be related to career advancement or skill development in fields aligned with WCSD work.

Will WCSD reimburse me for tuition?

Not during unpaid educational leave. However, you may explore tuition reimbursement or professional learning stipends available through separate WCSD programs.

Can I work part-time for WCSD while on leave?

No. Educational leave typically requires that you fully separate from WCSD service during the leave period.

Will I accrue sick leave or seniority during educational leave?

No. These do not accrue while on unpaid leave.

What happens if I don't return?

You may be considered to have voluntarily resigned. Some agreements may require repayment if you have a partial salary or other incentives.

Can I take educational leave for out-of-state or online programs?

Yes, if the program is accredited and aligned with your career field.