

**ADOPT ON-LOAN LEAVES OF ABSENCE WITH PAY
FOR EMPLOYMENT IN A CONTRACT SCHOOL POLICY**

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Chicago Board of Education ("Board") adopt an On-Loan Leaves of Absence with Pay for Employment in a Contract School Policy.

PURPOSE: To establish eligibility criteria and terms and conditions for on-loan leaves of absence for assistant principals and contract principals in accordance with Board Rules 4-1 and 4-14g and to replace former Board Rule 4-45.2 which was repealed August 24, 2005.

POLICY TEXT:

- I. **Definitions.** For purposes of this Policy, the following definitions shall apply:
- A. "Teacher-certificated Administrator" means a Board employee who possesses a current Illinois State Board of Education teaching or educational administrator's certificate and who is assigned or appointed to a non-teaching administrative position, including but not limited to, contract principals and assistant principals.
 - B. "Actively employed" means a teacher-certificated administrator who is currently providing services to the Board or on an approved leave for training, on an approved on-loan leave to a university or other institution, or on an approved sabbatical; but, "actively employed" does not include a teacher-certificated administrator who is currently on any other type of leave of absence, suspended pending dismissal, or retired and receiving a pension from the Chicago Teachers' Pension and Annuity Fund.
 - C. "On-loan administrator" means a teacher-certificated administrator who has applied for and been approved for an on-loan leave pursuant to this Policy.
 - D. "Contract School" means a school formed pursuant to a contract with a third party in accordance with the Chicago Board of Education's Policy to Establish Renaissance Schools adopted on September 22, 2004 and as it may hereafter be amended from time to time.
 - E. "Chicago Teachers Pension Fund" or "Pension Fund" means or refers to the Public School Teacher Pension and Retirement Fund of Chicago.
- II. **Authority and Employee Eligibility.** Subject to the approval of the Board, the Chief Executive Officer shall have the authority to authorize a special leave of absence for any teacher-certificated administrator who:
- A. requests an on-loan leave of absence in accordance with this Policy;
 - B. is actively employed by the Board at the time the on-loan leave commences; and,
 - C. has received a written offer of employment from a Contract School governing body and said offer includes the governing body's consent to an on-loan leave of absence from Board employment.

III. General Terms of On-Loan Leave.

- A. *Employment Status of On-Loan Teacher-certificated Administrator.* During the period of any leave granted pursuant to this Policy, the teacher-certificated administrator shall become an employee of the Contract School on loan from the Board and shall have the rights and privileges of an "on-loan teacher-certificated administrator" set forth in this Policy.
- B. *Payment of Salary, Pension and Benefits.* Salary and pension for teacher-certificated administrators granted leaves pursuant to this Policy shall be paid by the Board but shall be determined between the teacher-certificated administrator and the Contract School's governing body. Employee benefits shall be determined between the Contract School's governing body and the on-loan teacher-certificated administrator. By agreement between the Board, the teacher-certificated administrator and the Contract School, the teacher-certificated administrator may continue his/her Board medical, dental, vision, life and long-term disability benefits provided that Contract School pays the full-cost to the Board for providing said benefits.
- C. *Participation in the Chicago Teachers Pension Fund While On-loan.* Administrators granted leaves under this Policy shall continue to participate in the Chicago Teachers Pension Fund while on approved leave. The Contract School shall be responsible for the employer's contribution to the pension fund in accordance with section 3(b)(3) of this Policy.
- D. *Accumulation of Sick or Vacation Benefit Leave Days While On-loan.* On-loan teacher-certificated administrators shall not accrue or accumulate sick or vacation benefit leave days from the Board and may not use accumulated Board sick or vacation benefit days while on a leave pursuant to this Policy except upon agreement of the Contract School's governing body, the Board, and the on-loan teacher-certificated administrator. The value of any sick or vacation benefit leave days shall be frozen at the on-loan teacher-certificated administrator's salary rate at the time the on-loan leave commences and for the duration of the on-loan leave.
- E. *Contract School's Reimbursement to the Board of Education.* The Contract School shall reimburse the Board for the full salary paid to the teacher-certificated administrator, the Board's employer contributions for Medicare, and the full costs incurred by the Board for providing any benefits to the teacher-certificated administrator, including, but not limited to, employer pension pick-up payments to the Chicago Teachers' Pension Fund.

IV. Duration of On-loan Leave. An on-loan leave may be granted to teacher-certificated administrators for a period of time not less than ten (10) work months and not more than five (5) consecutive school years. Upon expiration of the original leave period, an on-loan leave of absence may be renewed.

- A. *Commencement of On-Loan Leave.* An on-loan leave granted pursuant to this Policy shall commence at the beginning of a Chicago Public Schools semester, or at such other time as approved by the Chief Executive Officer.
- B. *Termination of On-Loan Leave.* An on-loan leave shall terminate under the following circumstances:
 - 1. on a date approved by the Chief Executive Officer and the Board at the time the leave is granted or at a date earlier than that approved by the Chief Executive Officer and the Board at the request of the on-loan teacher-certificated administrator;

2. in the event that the employment relationship between the Contract School and the teacher-certificated administrator terminates; or,
3. the Contract School's contract with the Board is terminated for any reason.

V. Contract Principals –Special Considerations. Contract principals who desire a leave pursuant to this Policy shall request that the Local School Council or other governing board release them from and cancel their existing Chicago Public Schools principal's contract. Approval of a contract principal's request for a leave under this Policy shall be contingent upon the termination of the principal's existing Chicago Public Schools performance contract.

VI. Administrators (Including Contract Principals) – Special Considerations. Upon termination of the on-loan leave a teacher-certificated administrator may apply for any vacant teaching or administrative position with the Board for which he/she is qualified. Upon termination of the on-loan leave, the teacher-certificated administrator shall be eligible to participate in the Board's employee health, dental, vision and life insurance benefit programs by payment of the full premium or premium equivalent. In the event that the teacher-certificated administrator is unable to secure a position with the Board within sixty (60) days of the termination of the on-loan leave, the teacher-certificated administrator's employment by Board shall be terminated.

VII. Authority to Effectuate the Purposes of This Policy. The Chief Executive Officer or his designee shall have the authority to develop procedures and guidelines to carry out the purposes of this Policy.

Approved for Consideration:



Barbara Eason-Watkins
Chief Education Officer

Respectfully Submitted:



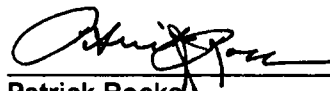
Arne Duncan
Chief Executive Officer

Noted:



John Maiorca
Chief Financial Officer

Approved as to Legal Form: 



Patrick Rocks
General Counsel