

**ADOPT ON-LOAN LEAVES OF ABSENCE WITH PAY FOR
EMPLOYMENT AT A UNIVERSITY OR EDUCATIONAL INSTITUTION POLICY**

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Chicago Board of Education ("Board") adopt an On-Loan Leaves of Absence With Pay for Employment at a University or Educational Institution Policy.

PURPOSE: To establish eligibility criteria and terms and conditions for on-loan leaves of absence for appointed teachers, assistant principals, and contract principals in accordance with Board Rules 4-1 and 4-14g and to replace former Board Rule 4-45.1 which was repealed August 24, 2005.

POLICY TEXT:

I. **Authority and Employee Eligibility.** Upon recommendation of the Chief Executive Officer, the Board may grant an on-loan leave of absence to an appointed teacher, contract principal or assistant principal who has completed three (3) years of continuous satisfactory service for the purpose of taking a position at a university and/or educational institution if, in the judgment of the Chief Education Officer, such on-loan special leave will enable the teacher or administrator to engage in activities which will contribute to increasing the achievement of the students of the Chicago Public Schools. For purposes of this policy, "educational institution" includes colleges, universities, and museums.

II. **Application.** The university and/or institution requesting the on-loan leave for the teacher or administrator will submit a detailed written description of the duties, responsibilities and goals of the requested on-loan member to the supervisor of the unit to which the teacher or administrator is assigned. The description must explain how these duties, responsibilities and goals will contribute to increasing student achievement. A completed "Application for Special Leave without Loss of Salary" must accompany the written description. Upon approval of the supervisor of the unit, the application shall be submitted for consideration to the Chief Education Officer. Upon approval of the Chief Education Officer, the Chief Executive Officer shall recommend to the Board of Education that the leave be granted.

III. **Terms and Conditions of On-Loan Leave.** The university and/or institution will submit a progress report to the Chief Education Officer on the activities of the on-loan teacher or administrator at the end of the first semester and at the end of each subsequent semester. At the end of the leave, a full report on the achievement of the enumerated goals will be submitted to the Chief Education Officer by the university and/or institution.

IV. **Duration of the On-Loan Leave/Renewal.** The on-loan leave may be granted for a maximum of twenty (20) work months for teachers and for a maximum of two (2) calendar years for administrators. The leave shall commence at the beginning of a Chicago Public Schools semester, or as otherwise approved by the Board. If the university and/or institution wishes to renew the leave, a request shall be made on a school year-by-year basis, and shall be submitted in writing to the Chief Education Officer or his/her designee, along with the final, end-of-leave report. If, in the judgment of the Chief Education Officer, or his/her designee, a continuation of such leave will enable the on-loan teacher or administrator to continue engaging in activities which contribute to the achievement of Chicago Public Schools students, the procedure for the continuation of the on-loan leave on a school year-by-year basis shall be as detailed above.

V. **Revocation of Leaves.** The Chief Education Officer has the authority to determine whether or not specific teacher or administrator on-loan programs merit continuation at any point during the leaves, and the Chief Education Officer can revoke specific leaves if he/she determines that the activities of the leave fail to contribute to increasing the achievement of students.

VI. Pay for Teachers-On-Loan. The university and/or institution shall reimburse the Chicago Public Schools for the full salary, benefits and pension of the on-loan teacher. For the first ten (10) work months, the on-loan teacher will be paid his/her salary, benefits and pension against a non-quota position opened at the on-loan member's unit by the Chief Education Officer or his/her designee. This will allow the supervisor to fill the position with a Temporarily Assigned Teacher. The Chief Education Officer or his/her designee will submit to the Bureau of Accounts Payable and to the Department of Human Resources a copy of the opened position and a copy of the Board Report.

VII. Appointed Teacher's Return to Position at Termination of Leave. If, upon the termination of the first ten (10) work months, the on-loan teacher returns to his/her unit, the on-loan teacher will be placed in his/her original position. However, if upon the termination of the first ten work months, the university and/or institution is granted an extension of an additional ten (10) work months for the on-loan teacher, or if the Board Report was approved for a term of two (2) school years, and the second school year has begun, the position held by the on-loan teacher will be declared vacant. If an on-loan teacher desires to return to duty after the expiration of the second (or any subsequent) ten (10) work month approved leave or at any time during the second 10-month or subsequent approved leave, the on-loan teacher shall be eligible for assignment to a vacant position pursuant to the procedures of the Board's policy regarding "Reassignment and Layoff of Regularly Certified and Appointed Tenured Teachers" as it now exists or as it may hereafter be amended from time to time by the Board.

VIII. Pay for Contract Principals or Assistant Principals On-Loan Leaves. The university and/or institution shall reimburse the Chicago Public Schools for the full salary, benefits and pension of the on-loan contract principal.

IX. Contract Principals and Assistant Principals' Rights on Termination of Leave. If an on-loan contract principal or assistant principal desires to return to duty at the expiration of the first (or any subsequent) approved leave, the on-loan contract principal or assistant principal may apply for either a teaching or administrative position for which he/she is qualified.

Approved for Consideration:

Respectfully Submitted:

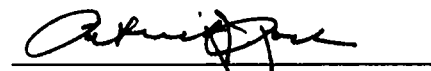


Barbara Eason-Watkins
Chief Education Officer

Arne Duncan
Chief Executive Officer

Noted:

Approved as to Legal Form


John Maiorca
Chief Financial Officer
Patrick Rocks
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