

This policy change is necessary to bring Board Policy into alignment with the 2018-2023 JCBE-JCTA Agreement, which provides for up to three years of educational leave.

PERSONNEL

03.1235

- CERTIFIED PERSONNEL -

### **Educational/Professional Leave**

#### **EDUCATIONAL/PROFESSIONAL PURPOSE**

Long-term educational/professional leave may be granted to employees of the District for educational or professional purposes for a period of not more than ~~two (2)~~ **three (3)** consecutive years. The employee may request a renewal. Such a renewal is subject to approval by the Board upon recommendation of the Superintendent.

When the leave is requested, the intended educational and/or professional purpose of the leave shall be included with the request. Evidence of such educational/professional work must be presented upon return from leave. Time spent on educational/professional leave shall not count toward continuing contract status.

Leave may be granted for full-time attendance at universities or other training or professional activities when those activities are related to the employee's job or to other jobs an employee might hold in the school system. Leave will not be granted for part-time educational activities.

#### **EMPLOYMENT WITH A CHARTER SCHOOL**

The Board shall grant a two (2) year leave of absence (without pay) to a teacher under a continuing service contract who has been offered employment with a charter school. A teacher who submits a timely request for return to a teaching position in the District within the two (2) years of leave, shall be allowed to do so at the appropriate salary for their experience and educational level. After two (2) years on leave, the relationship between the teacher and the Board shall be determined by the Board and the Board shall notify the teacher of the decision.

#### **CONVERSION CHARTER SCHOOL**

A teacher with continuing status who is employed by a conversion charter school shall notify the District of the teacher's intent to work in the converted charter school or to return to employment with the District the next school year by April 15 of each school year of the granted leave.

#### **STAFF VISITATIONS AND CONFERENCES**

District employees may apply for and be granted a leave of absence by the Superintendent/designee for the purpose of attending professional meetings, conferences and workshops outside the District which are adjudged to be in the interest of the District. Administrative procedures may cover assignment, payment of expenses, waiving of salary deductions and other relevant matters.

Payment of allowable expenses of individuals attending such meetings and the cost of necessary substitutes may be made upon approval of the appropriate authority.

#### **LIMITATIONS**

Part-time certified, temporary, seasonal and substitute employees are not eligible for educational/professional leave unless approved by the Superintendent/designee.

**Educational/Professional Leave****NOTIFICATION OF RETURN**

Employees on educational/professional leave, including those on professional leave serving in charter schools, shall notify the Superintendent/designee in writing of their intent to return to the school system on or before the date prescribed in Policy 03.123 or April 15 in the case of employees serving in conversion charter schools. Teachers working in charter schools during a second year of leave shall provide written notice by the applicable date to the Superintendent and the Board Chairperson. Employees who fail to notify the Superintendent/designee of their return by the date prescribed in Policy 03.123 cannot be guaranteed employment for the following school year.

**PLACEMENT UPON RETURN**

Employees taking an educational/professional leave will be entitled on return to a comparable position for which they are qualified. Placement in the same position or the same school cannot be guaranteed.

**REFERENCES:**

[KRS 158.782](#); [KRS 160.1592](#); [KRS 161.770](#)  
[701 KAR 008:040](#)  
[OAG 79-106](#); [OAG 84-43](#); [OAG 91-134](#)

**RELATED POLICY:**

03.123

Adopted/Amended: 8/7/2018  
Order #: 2018-177