

AMEND BOARD RULE 4-45.1
SPECIAL ON-LOAN LEAVE OF ABSENCE WITHOUT LOSS OF SALARY - MEMBERS OF
THE TEACHING FORCE AND ADMINISTRATORS

THE GENERAL COUNSEL RECOMMENDS:

Amending Board Rule 4-45.1 regarding Special On-Loan Leave of Absence Without Loss of Salary - Members of the Teaching Force and Administrators.

TEXT:

Sec. 4-45.1. Special On-loan Leave of Absence Without Loss of Salary - Members of the Teaching Force and Administrators.

The Chief Executive Officer shall have the authority, subject to the approval of the Chicago ~~School Reform Board of Trustees~~ Board of Education, to authorize a special leave of absence for any regularly appointed member of the teaching force or administrator who has completed three years of continuous satisfactory service. This special leave of absence may be granted to members of the teaching force and administrators who seek an on-loan position at a university and/or 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.

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.

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 thereafter. 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.

The on-loan leave may be granted for a maximum of 20 school months for teachers and for a maximum of two calendar years for administrators on the basis of the original Board Report. The leave shall commence at the beginning of a Chicago Public Schools' semester, or as approved by the Chief Education Officer. If the university and/or institution wishes to renew the leave, such 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 increasing the achievement of students, the procedure for the continuation of the on-loan leave on a school year-by-year basis shall be as detailed above.

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.


(a) Teachers-on-Loan, Special Considerations. 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 school 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 ~~Full-Time Basis Substitute~~ Temporarily Assigned Teacher.

The Chief Education Officer or his/her designee will submit to the Bureau of Accounts Payable and to the ~~Bureau of Recruitment and Staffing~~ Department of Human Resources a copy of the opened position and a copy of the Board Report. If, upon the termination of the first ten school 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 school months, the university and/or institution is granted an extension of an additional second ten school months for the on-loan teacher, or if the Board Report was approved for a term of two 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) 10-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. ~~"Amended Policy Regarding Reassignment and Layoff of Regularly Certified and Appointed Teachers Due to Changes in Staffing Needs" (97-0723-PO2).~~

(b) *Administrators-on-Loan, Special Considerations.* The university and/or institution shall reimburse the Chicago Public Schools for the full salary, benefits and pension of the on-loan administrator.

If an on-loan administrator desires to return to duty at the expiration of the first (or any subsequent) approved leave, the on-loan administrator can apply for either a teaching or administrative position for which he/she is qualified. (Adopted 02-25-98; Amended 09-22-04)

Approved: 
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