

**ADOPT AN ON-LOAN LEAVE POLICY FOR TENURED
TEACHERS TO WORK IN CENTRAL AND AREA OFFICES**

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:


That the Board adopt an On-Loan Leave Policy for Tenured Teachers to Work in Central and Area Offices.

PURPOSE: To establish a policy whereby teachers may be loaned from schools to Central or Area Offices for a period of one school year without loss of their school position.

POLICY:

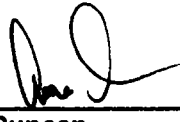
- I. **Eligibility.** Tenured teachers who hold appointed teacher positions at a Chicago Public School and 1) who been offered the opportunity to perform administrative services at the Central Office or an Area Office and 2) whose principal has approved an on-loan leave application, are eligible for the on-loan leave.
- II. **Authority to Grant On-Loan Leave.** The Chief Executive Officer or designee may grant an on-loan leave of absence for a period not to exceed ten (10) school months to a tenured teacher from his/her position at a Chicago Public School for purposes of assigning the tenured teacher to perform administrative duties at the Central Office or an Area Office. Such leaves may only be granted for one continuous school year or a part thereof and may not be renewed provided however that nothing in this policy shall preclude a tenured teacher loaned under this policy from filling an administrative position at the conclusion of the on-loan leave.
- III. **Position Not Vacated/Tenured Teachers Right to Return to Position at Conclusion of the Leave.** During the period of an on-loan leave granted under this policy, the loaned tenured teacher's position shall not be vacated but shall be filled by a temporarily assigned teacher. Upon conclusion of an on-loan leave approved by the Chief Executive Officer or his/her designee, the tenured teacher shall return to his/her position provided that the position is open. If the tenured teacher's position has been closed, the provisions of the Board's Reassignment and Layoff of Regularly Certified and Appointed Teachers, as it now exists or as it may hereafter be amended, will apply.
- IV. **Hours of Work/Pay During On-loan Leave.** Tenured teachers granted on-loan leaves under this policy shall have hours of work and pay consistent with applicable collective bargaining agreements.
- V. **Pay during On-loan Leave.** Upon granting of an on-loan leave, the Chief Executive Officer or designee shall cause a teacher's position to be opened at the Central or Area Office unit to which the tenured teacher shall be assigned and to which the tenured teacher's salary and benefits shall be charged. The teacher's position shall have a scheduled close date coincident with the termination date of the on-loan leave.
- VI. **Application for On-loan Leaves to Central or Area Offices.** Applications for on-loan leaves under this policy shall be made to the Department of Human Resources on a form consistent with the facsimile application below. The Chief Officer of Human Resources may alter the application from time to time, provided that the alteration is consistent with the terms of this policy.

Approved for Consideration:



Barbara Eason-Watkins
Chief Education Officer

Respectfully Submitted:



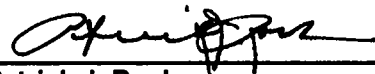
Arne Duncan
Chief Executive Officer

Noted:




John Maiorca
Chief Financial Officer

Approved as to Legal Form:



Patrick J. Rocks
General Counsel



7/10/06

**CHICAGO PUBLIC SCHOOLS
APPLICATION FOR ON-LOAN LEAVE FOR TENURED TEACHERS
TO WORK IN CENTRAL/AREA OFFICE**

Section I: Eligibility Information *(To be completed by Employee/Applicant)*

Name: _____ Employee ID# _____

Pos. No. _____ Work Location: _____ Unit# _____ Teaching Cert#: _____

Current position is for how many weeks _____ Current assignment/teaching field: _____
(insert 38.6, 42.6, 46.6 etc.)

Is applicant a tenured teacher? ____ Yes ____ No
(Only tenured teachers are eligible for on-loan leave)

Have you been previously granted an On-Loan Leave to Work in a Central or Area Office? ____ Yes ____ No

If yes, when did the On-Loan Leave terminate? _____

Section II: Assignment during on-loan leave/Central or Area Office Approval *(To be completed by Central Office Department or Area Office)*

Name of Department or Area Office _____

Applicant's Supervisor During Leave

Name _____ Telephone _____

Position/Duties and Responsibilities during on-loan leave:

Hours of Work during leave: _____ 7 (including 45 minute lunch) _____ 8.75 (including 45 min lunch)

Position value during leave: _____ 1.00 (for 7 hour day) _____ 1.20 (for 8.75 hour day)

Date On-loan leave commences and terminates (no more than one school year):

From: _____ To: _____
Month/Day/Year Month/Day/Year

Budget classification: _____ Position Number: _____

A teacher's position has been budgeted in the Department or Area Office for the position described above. I request that the applicant's supervisor and the Department of Human Resources approve this Application for On-Loan Leave for Tenured Teachers to Work in Central Office or an Area Office and that the applicant be assigned on the date set forth above.

Central Office Department Head or Area Instruction Officer (Type or print) _____ Telephone _____

Signature _____ Date _____

