

Policy Subject EDUCATIONAL LEAVE OF ABSENCE	Location Code 404.3	Adoption Date 4/18/94
	Rescinds/Amends	Adopted

Leave of Absence. After a minimum of five consecutive years service in the Norfolk School District, teachers with at least five years of service remaining prior to the earliest possible retirement age may apply for a one year educational leave of absence. One year leave of absence means the time period covered by one contract year. Leave will not be granted for partial contract years or calendar years. There will be at least five years between granted leave of absence, for any reason, for each employee.

1. Request for leave of absence must be submitted in writing to the Superintendent prior to March 1 of the effective year through the office of the building principal.
2. Leave will be granted or denied based upon one or more of the following: the date of application, the reason for requesting leave, its subsequent value to the school district and seniority status in the district. If the leave is granted, it is conditional upon the district being able to obtain a qualified and suitable replacement.
3. No more than one elementary (K-6) teacher and no more than one secondary (7-12) teacher may be on leave during a given year. In the event that there are more applicants than leaves available, the factors written in condition no. 2 above will be used to determine which leave requests will be granted.
4. During the leave of absence, the teacher will not receive salary, retirement benefits, salary increments, or any other benefits. During said leave, the teacher shall be eligible to continue to participate in such group insurance plans as may be maintained by the district at the teacher's sole cost and expense.
5. A teacher who wishes to return to the district from an educational leave of absence shall notify the Superintendent in writing on or before March 1 of the "educational leave" year. If no such notice is received on or before March 1, this shall be considered a resignation for the following school year. The school district shall not be responsible for reminding the teacher of this regulation.
6. The teacher cannot be guaranteed a return to the same position held prior to the leave of absence. However, an effort will be made to arrange for the same or comparable position placement.

7. Upon return, the teacher will be placed one step beyond the vertical step of the salary schedule where the teacher was at the time of leave if steps are available. Horizontal placement on the salary schedule will be determined by current horizontal advancement policy.
8. To qualify for such educational leave, the employee must submit sufficient proof of enrollment (e.g., letter of acceptance, class schedule from registrar, etc.) in an institution of higher learning at the earliest date possible, and no later than June 1 of the effective school year. Prior to the return of the teacher in the employment of the district, the teacher shall provide sufficient proof of completion in the enrolled courses (e.g., college transcript).