

Policy Subject	Location Code	Adoption Date
LEAVE OF ABSENCE-TEACHER EXCHANGE	404.31	4/18/94
	Rescinds/Amends	Adopted

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 one year “teacher exchange” 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 absences, 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 receive salary, retirement benefits, salary increments, and any other benefits afforded to certificated teachers.
5. 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.