06-0726-P07 **July 26, 2006**

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. <u>Eligibility</u>. 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. <u>Authority to Grant On-Loan Leave</u>. 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. <u>Application for On-loan Leaves to Central or Area Offices.</u> 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

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#_	Employee ID#		
Pos. No Work Location	:U	nit#	Teaching Cert#:		
Current position is for how many wee	eks Current assignmen ert 38.6, 42.6, 46.6 etc.)	t/teaching field:			
Is applicant a tenured teacher? (Only tenured teachers are eligible for					
Have you been previously granted a	n On-Loan Leave to Work in a Centra	al or Area Office	? Yes No		
If yes, when did the On-Loan Leave	terminate?				
Section II: Assignment during on Office Department or Area Office)	loan leave/Central or Area Office	Approval (To be	e completed by Central		
Name of Department or Area Office	V. 10-1				
Applicant's Supervisor During Leave					
Name		Telephone	9		
Position/Duties and Responsibilities	during on-loan leave:				
Hours of Work during leave:	_ 7 (including 45 minute lunch)	8.75 (ii	ncluding 45 min lunch)		
Position value during leave:	1.00 (for 7 hour day)	1.20 (f	or 8.75 hour day)		
Date On-loan leave commences and	I terminates (no more than one school	ol year):			
From:	_ To:	_			
Month/Day/Year	Month/Day/Year				
that the applicant's supervisor and the	oted in the Department or Area Office ne Department of Human Resources ntral Office or an Area Office and the	for the position approve this Ap	plication for On-Loan Leave		
Central Office Department Head or A	Area Instruction Officer (Type or print)	Telephone		
Signature			Date		

Section III: Principal or Supervisor's Approval of Application.				
I have reviewed this application for a Tenured Teacher's On-Loan Leave to Central Office or an Area Office. The employee's position in my school/department will be held open for him/her to return at the conclusion of the On-Loan Leave. I approve his/her application.				
Supervisor's Name	Title	Wor	k Location	
Supervisor's Signature		Date		
Section IV. Employee's Application and Acceptance of Terms and Conditions of On-Loan Leave (Application cannot be approved without employee's signature below). I hereby make application for a Tenured Teacher's On-loan Leave to Work in a Central or Area Office. I agree to comply with all requirements of the On-Loan Leave, as set forth in the Board's On-Loan Leave Policy for Tenured Teachers to Work in Central or Area Offices. I have reviewed the duties and responsibilities of the position and the hours of work associated with the position and agreed to abide by them. I understand that my supervisor at the Central or Area Office may terminate the On-loan leave at any time. I understand that upon termination of the on-loan leave, I shall return to my position at my local school if the position is open; if the position is not open, I understand that the Board's Reassignment and Layoff of Regularly Certified and Appointed Teachers, as it now exists or as it may hereafter be amended, shall apply.				
Employee's Signature	Date		<u></u>	
Employee's Printed Name	Emplo	yee's Home Telephone		
Employee's Street Address	Emplo	yee's Business Telephon	ne	
Employee's City, State and Zip Code	Employ	vee's E-mail Address		
Section V. Human Resources Department approval.				
The application has been reviewed by Human Resources Department, contains required approvals and is complete in all respects. Employee is eligible for On-Loan Leave in accordance with On-Loan Leave Policy for Tenured Teachers to Work in Central or Area Offices.				
Approved:	Date			
Routing: Upon approval, this application shall be routed to:				
Personnel File Central/Area	OfficeEm	ployee Supervisor	Employee	