

July 26, 2006

**ADOPT ON-LOAN LEAVES OF ABSENCE WITH PAY FOR EMPLOYMENT  
AT AN UNIVERSITY OR EDUCATIONAL INSTITUTION POLICY**

**THE CHIEF EXECUTIVE OFFICER RECOMMENDS:**

That the Chicago Board of Education ("Board") ~~adopt an~~ amend its On-Loan Leaves of Absence With Pay for Employment at an University or Educational Institution Policy.

**PURPOSE:** ~~To establish eligibility criteria and terms and conditions for on-loan leaves of absence for~~

~~4-14g and to replace former Board Rule 4-45.1 which was repealed August 24, 2005.~~

**POLICY TEXT:**

- I. **Authority and Employee Eligibility.**

4. A contract principal, who has received approval to take the on-loan leave from the duly constituted local school council at the school, if any, or if none, from his/her area instruction officer; and,
5. A quota assistant principal who has received approval to take the on-loan leave from the duly

C. Effect of Leave on Probationary Period of Probationary Appointed Teachers. The probationary period of a probationary appointed teacher shall be extended for each day that a probationary appointed teacher is on an on-loan leave and the period of the leave shall not be used to satisfy the required period of continued contractual service to achieve tenure with the Chicago Public Schools.

**II. Contract with the Educational Institution.** The Board must approve the making of a contract with the educational institution to which employee(s) will be loaned. Before any on-loan leave is granted, a writing must be executed by the educational institution in which it commits to reimburse the Board for the cost of

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. If approved by the supervisor of the unit, the

with the Chicago Public Schools:

1. the on-loan teacher will be dismissed if the on-loan teacher is a probationary appointed teacher;
2. the on-loan tenured teacher who was granted the leave while in the reassigned teacher pool will be placed back in the reassigned teacher pool to resume the balance of his/her period of service in the reassigned teacher pool; and,

Approved for Consideration:

*Barbara Eason-Watkins*

**Barbara Eason-Watkins  
Chief Education Officer**

Respectfully Submitted:

*Arne J. Duncan*

**Arne Duncan  
Chief Executive Officer**

Approved as to Local Form:

**INSTRUCTIONS FOR  
APPLICATION/AGREEMENT FOR ON-LOAN LEAVE TO  
AN EDUCATIONAL INSTITUTION**

**General Instructions:** The Application/Agreement for an On-Loan Leave to an Educational Institution is in six parts: Sections I, II and V must be completed by the applicant. Section III must be completed by a

principal, area instruction or supervisor. Section VI must be completed by the Chief Education Officer or

**CHICAGO PUBLIC SCHOOLS  
APPLICATION/AGREEMENT FOR ON-LOAN LEAVE TO AN  
EDUCATIONAL INSTITUTION**

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

Name: \_\_\_\_\_ Employee ID# \_\_\_\_\_

Pos. No. \_\_\_\_\_ Work Location: \_\_\_\_\_ Teaching Certificate#: \_\_\_\_\_

Current position is for how many weeks: \_\_\_\_\_ Current assignment/teaching field: \_\_\_\_\_

(38.6; 42.6; 46.6; OR 52)

**Section III: Educational Institution's Certification and Commitment.**

The Undersigned is an official of the educational institution to whom the applicant will be loaned. If the on-loan leave is approved, the applicant will work under the direction and supervision of the educational institution. The educational institution agrees to: 1) reimburse the Board for all of the costs of employing the applicant during the period that the applicant is loaned to the educational institution at the rate of \$1,000 per month (or the actual cost of the applicant's salary and benefits, whichever is greater).

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