

## **EDUCATIONAL LEAVE WITHOUT PAY**

Educational leave without pay may be granted by the Regional School Board under certain conditions. The request for educational leave must be submitted in writing to the director prior to April 1 of the academic year immediately preceding the leave period.

To be considered for educational leave without pay, an employee shall:

1. Be enrolled as a full-time student in an accredited university or college and provide the administration a copy of the acceptance in the program, or
2. Use the leave time to prepare and submit a doctoral dissertation or equivalent. (A statement from the university or college shall be provided showing that such preparation is equivalent to full-time study).
3. All instructional employees who are granted educational leave shall have continuing contract status.

### **Benefits**

1. Educational leave recipients receive no salary from by Maggie L. Walker Governor's School during the term of leave.
2. The employee is eligible during an educational leave of absence to continue all insurance coverage; however, the employee must make arrangements to pay the entire premium for such insurance. Workers Compensation benefits are not applicable during the leave.
3. Group Life Insurance is paid by Maggie L. Walker Governor's School.
4. Sick leave/annual leave does not accrue during a leave of absence; however, the individual may maintain his/her accrued leave during the period of leave.
5. Any employee who returns from educational leave shall not have the advantage of any additional years of experience which would have been earned if the employee had remained continuously in the service of the school.
6. In the event of a reduction in workforce based on seniority, the employee shall compete as if he or she were in an active pay status. However, the time spent on leave does not count toward seniority.

### **Duration**

Periods of leave of absence shall not exceed two (2) academic years. The initial request will be limited to one (1) year, with the employee allowed to request an extension for the second year. Failure to return before or at the end of the second year relieves the Regional School Board of any obligation to consider the employee for a position.

**Verification**

The employee shall provide the administration a copy of the transcript(s) covering courses taken or degree earned coincident with return to full-time duty with the school.

**Reinstatement**

The employee must inform the director or his/her designee in writing of his/her intention to return to active status for the following contract year no later than April 1 of the current contract year. Failure to provide written notification to the director or his/her designee by April 1 may result in termination of employment effective at the end of the leave period.

Such leave may be granted by the Regional School Board, when, in its judgment, the leave is justifiable according to the needs of the school.

Adopted: September 18, 2014

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RPS Reg 9.03.2

Unpaid Leave