

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: 4000
CATEGORY: PERSONNEL-Certified and
Non-Certified
POLICY CODE: 4150 Leave of Absence
Certified Staff

LEAVE OF ABSENCE

Policy

The Board of Education may grant leaves of absence to teachers for education, medical, alternative career, travel and personal reasons for one school year according to the conditions set forth.

Adopted: 8/24/81
Revised: 7/17/01

Regulations

1. Requests for leaves of absence, with the reason(s) for such leave clearly stated, shall be directed in writing to the Superintendent no later than April 1 of the school year prior to the commencement of the leave.
2. Leaves shall be without salary or unemployment compensation and insurance benefits. However, teachers may continue insurance benefits at their own expense.
3. The period of leave shall not count as regular service toward accrued sick days and seniority, but any accumulated sick days and seniority prior to the leave shall be reinstated upon the teachers return.
4. Upon completion of the leave, the teacher shall be assigned to a position in the school system for which he/she is certified and qualified provided that said teacher is not placed on the recall list during the leave year. If the teacher is placed on the recall list during the leave year, the Board's only responsibility is to recall the teacher in accordance with Article IX of the Board - TEA Agreement.
5. The Superintendent must be notified by March 1 of the leave year that the teacher plans to return to employment with the Trumbull Public schools the following September. Absence of notification shall relieve the Board of Education of all responsibility of guaranteeing a position.
6. Upon return, the teacher shall be assigned to a position in the system for which he/she is certified and qualified. The teacher shall be entitled to be placed on the same salary step that he/she would have been placed on during the leave year had he/she not been on leave.

Accepted: 8/24/81

Revised: 7/17/01

Reference

Article X, Reduction in Certificated Personnel, current Agreement between the Board of Education and Trumbull Education Association.