

4150/Leave of Absence

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **4000**
CATEGORY: **Personnel – Certified and
Non-Certified**
POLICY CODE: **4150/Leave of Absence**

LEAVE OF ABSENCE

Policy Statement

Consistent with the Regulations of this policy, the Board of Education may in its discretion grant leave without pay to any teacher for a period not to exceed one (1) school year so that the teacher may avail himself/herself of opportunities for study, other professional growth, or other personal reasons provided.

Adopted: 8/24/1981
Revised: 7/17/2001, 9/12/2017

Reference

- Agreement, Trumbull Board of Education and Trumbull Education Association

Regulations

1. Requests for leaves of absence, with the reason(s) for such leave clearly stated, must be directed in writing to the Superintendent, and should be received no later than May 1 of the school year prior to the commencement of the leave. A leave request received later than May 1 may be considered at the Superintendent's discretion.
2. If the request for leave of absence receives the Superintendent's recommendation, it will be forwarded to the Board of Education for the Board's potential approval. The Superintendent may ask for additional information from the teacher in his/her consideration of the request.
3. Leaves shall be without salary or unemployment compensation and insurance benefits. However, teachers may continue insurance benefits at their own expense.
4. 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 teacher's return.
5. The Superintendent must be notified by May 1 of the leave year if the teacher plans to return to employment with the Trumbull Public Schools the following school year. 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 provided that said teacher has not been placed on the recall list during the school year. 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. If the teacher has been placed on the recall list during the school year, the Board's only responsibility is to recall the teacher in accordance with the Agreement between the Board of Education and the Trumbull Education Association.