

**ON-LOAN LEAVES OF ABSENCE WITH PAY
FOR EMPLOYMENT AT AN EDUCATIONAL INSTITUTION**

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

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

POLICY TEXT:

- A. *Authority.* The Chief Executive Officer or designee may grant an on-loan leave of absence to eligible teachers or administrators for the purpose of filling a position at an educational institution.

Effect of Leave on Paraprofessionals; Period of Paraprofessional Assisted Teachers. The paraprofessional

period of paraprofessional assisted teachers shall be extended for each day that a paraprofessional

~~11/ Duration of the On-Loan Leave/Request~~ An on loan leave may be granted for a maximum of

twenty (20) work months for teachers and for a maximum of two (2) calendar years for administrators, contract principals, or quota assistant principals, provided however, that, in the case of contract principals or quota assistant principals, no on-loan leave may be granted for a period longer than the contract

~~principal's contract. The leave shall commence at the beginning of a Chicago Public Schools' semester~~

or as otherwise approved by the Chief Executive Officer or his/her designee. If the educational institution wishes to renew the leave, a request shall be made on a school year-by-year basis and shall be

VIII. Pay for Certificated Administrators, Contract Principals or Quota Assistant Principals On-Loan Leaves. The educational institution shall reimburse the Chicago Public Schools for the salary and benefits of the on-loan certificated administrator, contract principal or quota assistant principal as follows: ~~one hundred percent (100%) of the actual salary paid to the on-loan certificated administrator, contract~~

~~principal or quota assistant principal plus the actual cost of all employee benefits including pension~~

contributions, for the on-loan certificated administrator, contract principal or quota assistant principal.

IX. Certificated Administrators, Contract Principals and Quota Assistant Principals' Rights on Termination of Leave. If an on-loan certificated administrator desires to return to duty at the expiration of

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

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

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

[The form contains multiple horizontal lines for text entry, but the content is mostly obscured by heavy black redaction bars.]

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

The Undersigned is an official of the educational institution to whom the applicant will be loaned and is duly authorized by
the educational institution to execute this application/agreement and to commit the educational institution to the terms and

Section V. 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 an On-loan Leave. I agree to comply with all requirements of the On-loan Leave, as set forth in the Board's On-loan Leave Policy and all terms set forth in this application. In making this application for On-loan Leave, I understand and agree to the following terms and conditions of my On-loan Leave:

[The following area contains multiple horizontal lines for signature and text, which are mostly obscured by heavy black redaction bars.]