

PROFESSIONAL LEAVE

Short-Term Leave

Professional leave for attendance at conferences, workshops, and conventions and to visit other classrooms and schools may be granted at the sole discretion of the Superintendent and/or the Principal. It will be the policy of the Midway School District (District) that when a teacher requests to be absent for workshops, conventions, or professional meetings, this absence must be requested in advance. If the policy is not adhered to, salary will be deducted or leave will be denied.

When such leave is approved, the board may:

1. Provide and pay for a substitute.
2. Pay travel, lodging, and meals at the rate established by law.
3. Pay for all registration fees.

All additional expenses shall be borne by the employee.

If the Principal or Superintendent requests a professional staff member to attend a workshop, convention, or other meeting, the employee shall be allowed salary, travel, meal, and lodging expenses in conformance with law. The District shall pay all registration fees.

An employee who is absent beyond the amount of time authorized will have 1/185th of his/her annual salary deducted for each day that he/she is absent. Annual salary does not include extra-curricular salary if in season.

Immediately upon returning to work, a teacher must submit a report, which is to be filed with the principal.

Long-Term Leave

Leaves of absence for educational training and other professional growth experience may be granted to teachers at the sole discretion of the Midway School Board (Board) under the following conditions:

1. A teacher must have a minimum of three years of experience within the District.
2. Eligible teacher must apply to the Principal and all such leaves shall be subject to approval of the Board.
3. In order for the board to approve a leave, a suitable replacement must be available to insure to curricular program of the school.
4. Educational training leaves and other professional growth experiences may be for less than one semester and shall not be for more than one school year.
5. A teacher on leave will be assured of a position in the school system at the conclusion of the leave, unless the provisions of RIF apply,

provided that written notice of intent to return is received by the superintendent no later than March 15 of the calendar year in which said leave is to be completed, but reassignment to the teaching area is not guaranteed. Failure to submit the written notice of intent to return by the specified date shall be deemed to be a voluntary resignation and waiver of the right to reemployment.

6. Teachers returning from a leave will assume an experience position on the salary schedule corresponding to their position at the time the leave commenced.
7. Upon returning to the District, the teacher shall have restored benefits to which he or she was entitled at the time the leave commenced, including unused accumulated sick leave and accumulated personal leave.
8. While on leave, a teacher may continue with insurance coverage provided:
 - a. The teacher has secured written approval from the individual carriers
 - b. All costs, premiums, deductibles, etc., are borne by the teacher.
9. If a teacher cannot satisfy the requirements of paragraph 1, it is still possible for a teacher to initiate a request for leave. However, teachers fully eligible will be given preference. Further, any teacher not fully eligible must produce evidence that the request is a unique opportunity for professional growth that is not likely to be available at the time the teacher is fully eligible.

The number of teachers on long-term leaves of absence (including all leaves, not just educational leaves) shall not be in excess of 2% of the teaching staff employed by the District. A person granted long-term leave of absence shall not be entitled to receive any salary or fringe benefits during the entire term of the leave of absence.

Teachers applying for the first time for long-term leaves other than for health restoration or child care shall be given priority over those teachers requesting either an extension of a granted leave or an additional leave after having previously been granted a long-term leave.