



Talent Office

Chicago Public Schools Employee Services ▪ 125 south Clark Street, 2nd Floor ▪ Chicago, Illinois 60603
Telephone (773) 553-1142 ▪ Fax (773)553-2821 ▪ EmployeeServices@cps.k12.il.us

CHICAGO PUBLIC SCHOOLS LEAVE OF ABSENCE APPLICATION FOR TENURED TEACHERS TO ACCEPT EMPLOYMENT WITH A CHARTER SCHOOL

Please check: Original Request Renewal

First Name: MI: Last Name:

Home Address: Apt #:

City: State: Zip Code:

Employee ID #: Position Number: Home Phone Number:

School Name: Work Phone Number:

Work Location:

Charter School Name:

Charter School Address:

Charter School Phone Number: Charter School Fax Number:

I understand and agree that this leave of absence to accept employment with a charter school:

- has been granted for ten (10) months
- must be renewed at least sixty (60) days prior to its 10-school month expiration date

The Chief Executive Officer or his/her designee may grant unpaid leaves of absence to tenured teachers who accept employment with a charter school in accordance with Illinois School Code 105 ILCS 27A-10(b). *For more information on Tenured Teachers Leave for Charter School Employment please reference the Rules of the Board of Education of the City of Chicago, Section 4-15c.*

Please Note: In compliance with the School Code of Illinois, only tenured teachers may apply for leaves to teach in a Charter School. Administrators, ESPs, and Teachers in substitute service are not eligible for a Charter School Leave.

Further, I understand that if my employment with the charter school is terminated for any reason, I must inform Employee Services immediately, failure to do so will result in being identified as Absent without Leave from CPS. I also understand that if I plan to return to CPS, I must notify Employee Services immediately.

Effective Date of Leave: _____

Signature of Applicant: _____

Date: _____

Signature of Charter School Administrator: _____

Date: _____

Send To:
Employee Services
125 South Clark
2st Floor
Chicago, IL 60603
Fax: 773.553.2821

Approved: _____

Date: _____