



Talent Office

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

APPLICATION FOR SPECIAL LEAVE WITH FULL LOSS OF SALARY (SECTION 4-15, Rules of the Board of Education)

Please Print

Please Select: Date Submitted

Name Employee ID

Home Address Home Phone

City State Zip Code

Unit Name Unit No.

Job Title Position Number

Grade/Subject

Start Date Ending Date Total Leave Period

- PURPOSE OF LEAVE:**
- A. Give specific details of the activities to be carried on during the leave indicating how this leave will be beneficial to the work of the Chicago Public Schools.
 - B. A statement of verification from the sponsor of this activity must be submitted with this application.

In my opinion, the participation of this member of the teaching force in this activity will be beneficial to the work of the Chicago Public Schools.

Authorizing Administrator's Signature Teacher's Signature

"I agree that failure to return to service at the expiration of this leave and to teach in the Chicago Public Schools for a period of time at least equivalent to the length of the leave thereafter shall constitute an abandonment of my employment consistent with Section 4-15 of the Rules of the Board of Education of the City of Chicago."

Submission of an application does not constitute automatic approval of your request. Upon receipt of your application, you will be sent an acknowledgement letter as a first written notice. You will receive a second written notice regarding the final decision concerning your application.

Signature of Applicant: Date

Approved: Date
Area Instruction Officer

Approved: Date
Chief Education Officer

Do Not Write Below This Line

Service Record:

Date Appointed as Regular Assigned Teacher

Efficiency

Accredited School

Field of Study

APPLICATION FOR SPECIAL LEAVE WITH FULL LOSS OF SALARY

(SECTION 4-15, Rules of the Board of Education)

The Board of Education may grant Special Leaves with Full Loss of Salary to regularly appointed members of the teaching force who have completed three years of continuous, satisfactory active service. Leaves may be granted to engage in activities that will be beneficial to the work of the Chicago Public Schools.

General Procedures for Application:

- All applications must be submitted at least six to eight weeks prior to the start of the leave.
- All applications must be submitted with the approval signatures of both the applicant's unit administrator/principal and area instruction officer.
- Special Leaves with Full Loss of Salary, if approved, are granted for a period of up to two years or less. (Leaves are granted in one year increments).
- All applications must be accompanied by a separate cover letter with specific details of the duties, responsibilities and goals to be carried out during the leave. Official documentation from the sponsor of the leave indicating the same information must also be submitted. The cover letter must explain how these duties will contribute to increasing student achievement.
- Applicants are granted this particular leave with full loss of salary.
- Applicants with an approved leave are required to continue employment with the Chicago Public Schools for a period of time at least equivalent to the length of the leave, thereafter shall constitute an abandonment of the person's employment.
- Submission of an application does not constitute automatic approval of your request.
- When a leave has been granted under this section, the absence shall not be construed as a break in service as far as seniority is concerned.

Apply for a Special Leave With Full Loss of Salary

- Complete the Application for Special Leave with Full Loss of Salary.
- Submit a cover letter with specific duties of the activities to be carried out during the leave.
- Submit official documentation from the sponsor of the leave indicating the duties, responsibilities and goals for the leave.

Send completed application to:

Talent Office

**Employee Services, Attention: James Via
125 S Clark, 2nd Floor
Chicago, Illinois 60603
GSR# 125**

All Special Leaves with Full Loss of Salary are subject to approval of the Chief Education Officer. If you have any questions, you may contact Employee Services, James Via at 773-553-1142.