



# Talent Office

**Chicago Public Schools Employee Services** ▪ 125 S Clark Street, 2<sup>nd</sup> Floor ▪ Chicago, Illinois 60603  
Telephone (773) 553-1142 ▪ Fax (773)553-2821 ▪ [EmployeeServices@cps.k12.il.us](mailto:EmployeeServices@cps.k12.il.us)

## CHICAGO PUBLIC SCHOOLS TENURED TEACHER APPLICATION FOR TRAVEL OR STUDY LEAVE WITH FULL LOSS OF SALARY

The Chief Executive Officer and his/her designee may grant an unpaid leave of absence for one (1) year or less to a tenured teacher for educationally-related travel or full-time study in accredited institutions of learning. *For more information of Tenured Teachers Leave for Study or Travel please reference the Rules of the Board of Education of the City of Chicago, Section 4-15b.*

### Form Checklist:

Attach a letter stating the purpose of the leave and how this leave will enhance teaching skills?  Yes

**Study Leave:** submit a letter from the university confirming enrollment in the graduate program, registered classes, and credit hours?  Yes

**Travel Leave:** submit a detailed itinerary to places of educational interest?  Yes

At the conclusion of the leave, the tenured teacher must present credentials showing the course work pursued and the amount of work done to the Chief Education Officer. In case of leave for travel, evidence of such travel shall be presented to the Chief Education Officer.

A tenured teacher granted a leave under this Rule shall be ineligible for another leave under this Rule for a period of at least four (4) years after the conclusion of the leave.

Any person who is granted leave under the provisions of this Rule, who fails to devote the entire period of the leave to the purposes specified in the application for leave shall pay the Board the cost of maintaining benefits for the teacher during the leave and may be subject to discipline or dismissal in accordance with the Board's Employee Discipline and Due Process Policy.

Employees returning from study leave must bring official documentation from the university verifying completion of the coursework stated in the letter of application to Employee Services.

Employees returning from travel leave must bring official documentation from the trip (hotel receipts, airline ticket, etc.) and attendance at activities as stated in the letter of application to Employee Services.

Upon completion of the study leave, an official transcript showing course work completed, must be submitted to Employee Services prior to reinstatement.

Please submit the form and documentation via fax, mail, or in person to:

### Employee Services:

125 S Clark, 2<sup>nd</sup> Floor

Chicago, IL 60603

GSR # 125

[EmployeeServices@cps.k12.il.us](mailto:EmployeeServices@cps.k12.il.us)

Fax: 773.553.2821

Phone: 773.553.1142



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## CHICAGO PUBLIC SCHOOLS TENURED TEACHER APPLICATION FOR TRAVEL OR STUDY LEAVE WITH FULL LOSS OF SALARY

Date:  Employee ID:

Last Name:  MI:  First Name:

Home Address:  Apt:

City:  State:  Zip Code:  Phone Number:

School Name:  Unit Number:  Position Number:

School Address:

Grade/Subject:  Job Title :

Beginning date of leave :  End date of leave :  Total leave period:

**Note: For Travel or Study Leave, please give the name of the school and the schedule of classes for each month.**

Date	College	Course #	Title	HRS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Applicant Signature:** \_\_\_\_\_ Date:

**Approved:** \_\_\_\_\_  
*(Signature of Principal/Organizational Unit Head)* Date:

**Approved:** \_\_\_\_\_  
*(Signature of Chief of Schools)* Date:

**Approved:** \_\_\_\_\_  
*(Signature of Chief Education Officer)* Date:

DO NOT WRITE BELOW THIS LINE

Date Appointed as a Regular Assigned Teacher: \_\_\_\_\_

Efficiency Rating: \_\_\_\_\_

Accredited School: \_\_\_\_\_

Field of Study: \_\_\_\_\_