

Adopted: October 21, 2014

PiM Arts High School Policy 460

Revised: April 24, 2018

460 UNPAID PROFESSIONAL LEAVE

Unpaid Professional Leave

Certified staff employed by Main Street School of Performing Arts (PiM Arts High School) for five or more consecutive years in a licensed position may take up to one year of unpaid leave for the purpose of professional growth (hereafter professional leave) and return to the same position.

Requirements:

- An employee may only take a professional leave one time while employed with PiM Arts High School.
- No more than two teachers will be granted professional leaves in any one school year.
- Professional leaves will be granted with consideration to the impact on the students and programs.
- Certified staff taking a professional leave will receive no compensation or benefits during the year of leave.
- For the purpose of future salary determination, one year of professional leave will not be treated as one year of teaching at PiM Arts High School.
- Certified teaching staff interested in requesting professional leave for an upcoming school year must submit a letter of interest to the Executive Director by April 1 of the current year.
- The Director of Teaching/Learning and Executive Director will review all requests and bring a recommendation to the April board meeting. Staff will be notified no later than April 30.
- A teacher on professional leave must state their intent to return to PiM Arts High School for the following school year and must notify the Executive Director of their plans no later than March 31.