

Professional LOA for Instructional Personnel

1. Teachers participating in the professional leave without pay (PLWP) shall retain their contract status during the course of the leave and subsequent to their return from approved leave.
2. The PLWP must commence on the first instructional personnel reporting day of each school year. The leave is for the complete school year and the employee has no right to return early from the leave.
3. Teachers participating in the professional leave without pay will not be provided Board-paid benefits including life insurance, health insurance, and short term disability and flex-benefits. Teachers may opt to purchase board approved health insurance, dependent coverage, dental and vision benefits for up to 18 months under COBRA. Teachers who are added for dependent coverage under the health insurance benefit of another M-DCPS employee, will not be permitted to work for another employer. All employees whose initial professional leave without pay began after January 1, 2018 or changes to a leave category that does include Board-paid benefits, are subject to a 90-day waiting period for benefits to be reinstated.
4. Teachers with open or pending investigative/disciplinary matters or cases, on alternate assignment, Support Dialogue, Performance Improvement Plan, or who have received a notice of layoff, will not be eligible for the professional leave without pay.
5. Teachers participating in the professional leave without pay must provide a written statement of their intent to extend to another category of leave, if eligible, return, retire or resign by May 1st or they will forego their right to return to a position within the school district. Teachers who elect to return may not request an additional Professional Leave Without Pay for three years from the date of their return.
6. Teachers on approved professional leave without pay shall maintain employment rights, subject to the provisions above, to the same position held prior to the beginning date of the leave, if available, or to an equivalent position defined in Article XIV, Section 20 (A)(3).

Employee Name (PRINT)

Employee Number

Signature

Date