

Appendix A



Long-Term Leave Request Form

Cass School District 63

The Board may grant a Teacher a leave of absence without pay unless available sick leave is utilized for an individual who is ill or taking care of an ill member of the immediate family within the provisions of the *Illinois School Code*. The Board shall retain the exclusive right to grant or deny a request for leave if all conditions are met, up to a maximum of one (1) school year.

Written notification for the commencement of a long-term leave of absence must be submitted no later than March 1 of the school year prior to the leave year requested. Section 5.5 of the current Collective Bargaining Agreement contains all requirements for the application process, including structuring of leave, long-term leave benefits, tenure status, and salary recognition.

Name

Position

Starting Date of Requested Leave

Ending Date of Requested Leave

Type of Long-Term Leave Requested (check one of the following):

- ☐ Sabbatical (graduate or post-graduate studies)
- ☐ Teacher exchange programs
- ☐ Health (Teacher and/or immediate family)
- ☐ Parental leave (beyond Family and Medical Leave)

Written Rationale for Long-Term Leave Request:

By submitting and signing this request, the Teacher understands and agrees to all language and provisions of Section 5.5 of the current Collective Bargaining Agreement.

Signature of Applicant

Signature of Board President

Date of Application

Date of Board Approval