

TEACHER INSERVICE LEAVE**PURPOSE**

The purpose of Inservice in Industry leave of absence is to afford certificated staff an opportunity to participate in industry in order to enhance an understanding of the work world to better able the staff member to adapt the educational program to meet the needs of students in career goals.

ELIGIBILITIES

To participate in the Inservice in Industry leave of absence, a certificated staff member must meet the following criteria:

1. Be a permanent employee of the San Dieguito Union High School District.
2. Must have been employed by the San Dieguito Union High School District for a minimum of five (5) years.
3. The Inservice must be related to the subject matter the teacher is presently teaching or is credentialed to teach.
4. The employee has not participated in similar type of leave (personal, sabbatical, etc. in the past five (5) years.
5. Other criteria determined by the selection committee.

SELECTION PROCEDURE

1. An employee interested in participating in the Inservice in Industry leave of absence must submit a letter of application to the Director, Personnel Services. The letter should contain the following information:
 - a) The type of Inservice in which the employee wishes to participate (specifics of job).
 - b) The name of the firm the employee will be working with.
 - c) The duration of the leave, including dates.
 - d) The value to the educational program of the San Dieguito Union High School District that can be expected from the leave of absence.

- e) The credentials the employee possesses and the subjects the employee is currently teaching.
- f) Pay to be received from employer.
- g) The application must be accompanied by a letter from the participating employer stating that the employer has agreed to participate in the program and will employ the certificated staff member during the leave period.

The letter of application must be received by the Director, Personnel Services at least thirty (30) days prior to the beginning of the semester in which the leave of absence will be taken.

2. The Director, Personnel Services will convene the Inservice in Industry Selection Committee within fifteen (15) days after receipt of the letter of application. The Committee will consist of:
 - a) The Director, Personnel Services.
 - b) Another administrator selected by the Superintendent.
 - c) A teacher who serves on the Coordinating Council.
 - d) Another teacher selected by the President of the Exclusive Representative of the certificated unit.
3. The Committee will review the application and recommend approval or disapproval based upon the following criteria:
 - a) Benefit to students of the district.
 - b) Former leaves granted to the district.
 - c) Length of service in the district.
 - d) Educational value to the individual concerned.
 - e) Availability of competent replacement (substitute).
 - f) Effect of leave of absence on the educational program of the district.
 - g) Cost to the district.

- h) Other criteria found to be relevant by the Committee.

If the Committee recommends approval of the leave of absence, the recommendation will be submitted to the Superintendent along with the reasons for the recommendation. The Superintendent may then recommend approval or disapproval to the Board of Trustees. The final decision to grant the leave of absence rests with the Board of Trustees.

If the Committee recommends disapproval of the leave of absence, the employee will be notified of such action by the Director, Personnel Services.

LENGTH OF LEAVE

Inservice in Industry leaves of absence may be granted for a minimum of three (3) weeks and a maximum of one year (two consecutive semesters). However, no leave will be granted that covers the period extending over the end of one semester and the beginning of another. All leaves must be concluded at the end of a semester. The number of certificated employees absent on Inservice Industry leave in any one school not exceed two (2) at any one time or four (4) in any one year.

COMPENSATION WHILE ON INSERVICE IN INDUSTRY LEAVE

1. The Inservice in Industry leave is intended to provide a growth experience to the certificated employee at no cost to the district.
2. All pay received from the participating employer shall be signed over to the San Dieguito Union High School District by the employee.
3. The employee shall receive his/her regular pay from the district. If the pay received from the participating employer does not equal the total cost of the employee's substitute, including fringe benefits, the employee's salary from the district will be reduced by the difference.
4. Any monies earned by an employee on inservice leave in excess of the amount necessary to cover the total costs of the employee's substitute, shall remain with the district to be available for the inservice leave program. Application of the funds shall be at the discretion of the Inservice in Industry Selection Committee.
5. All district salary and benefits for an employee on Inservice in Industry leave shall cease for the duration of the replacement's teachers' contract if employment is terminated for any reason.
6. The participating employer shall provide workers' compensation coverage for the employee participating in the program.

7. The employee will continue to participate in the district's fringe benefit program.
8. At the end of the leave of absence, the participating employer shall provide the district with a list of the days the employee was absent due to illness. The number of days shall be deducted from the accumulated sick leave acquired in the district.
9. The period of time an employee is on Inservice in Industry leave of absence shall count toward service as an employee in terms of salary increments and for STRS purposes.
10. Applicants who desire to receive salary allowance while on inservice leave must furnish a bond or sign a contract to return to the service of the district for a period of two (2) years.

REQUIRED REPORT

Each employee participant in the Inservice in Industry leave of absence shall submit a written report to the Director, Personnel Services within thirty (30) days after return to duty. Such report shall contain data as to the activities of the employee together with the employees' appraisal of the professional value of the experience gained while on leave, the manner in which such experience or knowledge gained may be used for the benefit of the student or the district, any other data necessary for a satisfactory report.

INSERVICE IN INDUSTRY LEAVE

Applicant _____ Date _____

Address _____

Present Teaching Site _____ Subject Assignment _____

Eligibility Requirements: To participate in the Inservice in Industry leave of absence, a certificated staff member must meet the following criteria:

1. Be a permanent employee of the San Dieguito Union High School District.
2. Must have been employed by the San Dieguito Union High School for a minimum of five (5) years.
3. The Inservice must be related to the subject matter the teacher is presently teaching or is credentialed to teach.
4. The employee has not participated in a similar type of leave (personal, sabbatical, etc.) in the past five (5) years.
5. Other criteria determined by the selection committee.

Credentials you possess _____

Type of inservice in which you wish to participate _____

Name of firm for which you will work _____

Address

Phone Number

Contact Person _____ Job Title _____

Duration of requested leave _____

(Include Dates)

Write a paragraph or two listing the value to the educational program of the San Dieguito Union High School District that can be expected from your leave:

This application must be accompanied by a letter from the participating employer stating that the employer has agreed to participate in the program and will employ you during your leave period.

The letter of application must be received by the Director, Personnel Services at least thirty (30) days prior to the beginning of the semester in which the leave of absence will be taken.