

Career Change Leave CTA

Career Change Leave - Any employee who wishes to undertake employment and/or training in a new career may take a career change leave in keeping with the following provisions:

- a. Such leave shall be without pay and without experiential credit for future salary schedule placement.
- b. The employee must have been employed by the District at least five (5) years prior to the leave.
- c. The employee has not taken this type of leave in the past.
- d. The employee must notify in writing the Chief Personnel Officer on or before **May 1** that he/she will be taking a career change leave for the ensuing school year.
- e. Any leave shall be for a full school year. Exceptions to this rule may be granted by the administration.
- f. A cap of .5% of the bargaining unit shall be eligible and selection of those granted such leave shall be by seniority.

Please remember that along with the letter requesting the professional leave you will also need to submit Form PBSB 1666.

******* All applications must be in our office on or before May 1*******