



**MONTGOMERY COUNTY PUBLIC SCHOOLS  
HUMAN RESOURCES DEPARTMENT  
APPLICATION FOR EXTENDED LEAVE**

200 Junkin Street  
Christiansburg, VA 24073  
(540) 382-5100  
fax # (540) 382-5106

**INSTRUCTIONS:** Employee complete Section I. Prior to April 1 for the succeeding school year, submit to the Superintendent or designee (Human Resources Director) with a letter of explanation stating the reasons and/or purposes for this leave.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

POSITION \_\_\_\_\_

LOCATION \_\_\_\_\_

**SECTION I**

1. I wish to make application for extended leave covering the period from  
 \_\_\_\_\_, 20\_\_\_\_ to \_\_\_\_\_, 20\_\_\_\_  
 Month Day Year Month Day Year

2. Reason for extended leave: (check one)  
 \_\_\_\_\_ Professional full-time study  
 \_\_\_\_\_ Foreign teaching assignments or exchange teaching  
 \_\_\_\_\_ Serious illness of a member of employee's immediate family  
 \_\_\_\_\_ Accompany spouse on sabbatical or travel  
 \_\_\_\_\_ Service in teacher corps, VISTA, the Peace Corps  
 \_\_\_\_\_ Other \_\_\_\_\_  
 (Please specify)

3. I wish to continue hospitalization insurance benefits. (For a maximum of one year. Premium assistance will not be available. Payment is required in advance, by the 15th of preceding month.)  
 Yes \_\_\_\_\_ No \_\_\_\_\_

4. I wish to continue group life insurance benefits. (For a maximum of one year. Premium assistance will not be available. Payment is to be paid for the year in advance.)  
 Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
 Signature Date

**SECTION II**

The above application for extended leave is APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

\_\_\_\_\_  
 Signature of Superintendent or designee Date

**Policy : 5-7.5 (excerpt)**

**EXTENDED LEAVE**

Extended leave may be granted by the division superintendent or his/her designee to teachers with continuing contract status, administrators, and instructional supervisors, without pay (life and hospitalization insurance may be maintained during extended leave if the full premiums for these coverages are paid to the district by the employee), for professional full time study, foreign teaching assignments or exchange teaching, serious illness of a member of employee's immediate family, leave to accompany a spouse on sabbatical or travel, and service in teacher corps, VISTA, the Peace Corps, or other activities approved by the superintendent. Applications for extended leave shall be made to the superintendent on a form provided by the School Board prior to April 1 for the succeeding school year. The division superintendent will make response to an application as soon as possible or prior to May 15 . An employee will be required to provide verification of activity during the leave period at the conclusion of the leave or the completion of the activity for which leave was granted. Extended leave shall be for a period of one year. The division superintendent with approval of the School Board may grant a second consecutive year. An employee shall be responsible for verification of activity requiring extension of leave for a second year. In all cases, verification of activity should be presented to the Department of Human Resources prior to return to work.

Request for reinstatement following extended leave shall be filed in the division superintendent's office on or before April 1 for the ensuing school year.

A teacher returning from extended leave will not be guaranteed his/her former assignment but will be placed in a comparable position in his/her field of endorsement for the next school year. Administrators and instructional supervisors who use this policy are guaranteed only a teaching position on their return; however, consideration for any available openings in administration or supervision will be made.

An employee who accepts regular employment, other than as included in the approved reason for which the leave was granted, during an extended leave shall resign or the leave of absence shall be terminated immediately and all rights and privileges associated with the leave forfeited.

Adopted: April 2004  
Revised: August 2004