

Professional Enhancement Leave Instructional

Description: A Professional Enhancement leave allows an employee to take a leave without salary, for the purpose of: 1) Engaging in study at an accredited university 2) Full-time participation in a federally sponsored volunteer program 3) Full-time teaching in foreign or military program 4) Cultural travel or work program related to professional responsibilities or 5) Participating in exchange teaching programs in other territories or countries.	
Eligible: Instructional Employees employed for more than three (3) years in Broward County	
Board Policy # N/A	Contract Article - Teacher - Article 23
Leave Contact: The Leaves Department – 754-321-3130	

Key Points	Process to Initiate Leave	Return to work process
<p>Approval Status: This Leave requires School Board approval.</p> <p>Vacancy Status: Vacated position may be filled. The employee’s location must complete a Declaration of Vacancy for the position.</p> <p>Salary/Benefits Status: This Leave does not provide any salary or benefits.</p> <p>Duration Status: This Leave is for a minimum of one (1) school year and may not be renewed. Maximum leave time is one (1) year.</p> <p>Concurrency Status: This Leave cannot run concurrently with another leave.</p> <p>Working While on Leave: The employee may not work in any capacity unless working in the District as a temporary part-time employee or substitute teacher, or as appropriate to that which is listed in the “Description” above.</p> <p>This Leave is available to a teacher who has an evaluation rating of Effective or Highly Effective. For other teachers, unless the Leave is directly related to increasing content knowledge or improving pedagogy in the teacher’s field, this Leave is subject to special approval by the Superintendent.</p>	<p>Employee:</p> <ol style="list-style-type: none"> 1) Completes a Request For Board Approved Leave of Absence application. 2) Has the Principal sign the form. 3) Submits to the Leaves Department for processing. <p>Leaves Department: Moves the employee to the location’s leave position number. The Leaves Department will send all required notification If appropriate, the Leaves Department will contact the Payroll Department to lock the employee’s payroll record.</p> <p>Form(s):</p> <ol style="list-style-type: none"> 1. Request For Board Approved Leave of Absence Application 	<p>Leaves Department: Mails the employee Employment Intentions paperwork.</p> <p>Employee: Returns the completed Employment Intentions form to the Leaves Department <u>by the required deadline date.</u></p> <p>Leaves Department: Notifies the employee’s work location and appropriate staffing department of the employee’s intention for the new school year.</p> <p>Note: During the school’s budget meeting, it is determined if a position exists for the employee to return to. If no position exists, Instructional Staffing or the employee finds a placement.</p> <p>SAP Coding – Location: HRAP creates return to work action: Action Type: Z2 (Return from Leave) Action Reason: 01 (Return from LOA)</p> <p>-----</p> <p>Early Return: An Administrative/ ASPT employee may rescind the leave if an open position exists for which the individual qualifies for, applies and is selected. Employee submits a request to rescind the leave to the Leaves Department.</p> <p>SAP Coding: HRAP creates return to work action: Action Type: Z2 (Return from Leave) Action Reason: 01 (Return from LOA)</p>

Current detailed SAP work instructions are available on the BRITE website: web/erp