

RETIREMENT LEAVE OF ABSENCE (TERMINAL LEAVE)

Rules (See Section 106.3a of the By-Laws)

Upon application in accordance with the rules enumerated below, absence from duty on Retirement Leave of Absence (Terminal Leave) with full pay may be granted to a member of the teaching, supervising, or attendance staff under regular appointment, who is a member of the Teachers Retirement System and who will be eligible for service retirement upon completion of the leave.

1-A Terminal Leave shall be granted on the basis of one half of the accumulated unused sick leave (Cumulative Absence Reserve) up to a maximum of one school term (five calendar months exclusive of July and August).

School term refers to either the Fall or Spring division of the school year as indicated below. To avoid disruption of the educational program, leave shall not extend from one school term into the next school term.

FALL TERM (Both Dates Inclusive)

Initial Date: September (from the first day on which Applicant to report for duty)

Terminal Date: January (to the last school day)

SPRING TERM (Both Dates Inclusive)

Initial Date: February (from the first school day)

Terminal Date: June (to the last school day)

VACATION PERIODS

When a vacation period intervenes between the end of a Terminal Leave and the member's Retirement Date, such vacation period shall be deemed a period of active service for all purposes including compensation.

2-A Terminal Leave shall be terminated when the member on such leave:

- Applies to the Teachers' Retirement System for immediate retirement;
- Applies to the Community Superintendent (or, for City District staff, to the Bureau of Appointment) for reinstatement to active service (except that such termination may not be granted during the last month of the term in question);
- Applies to School Principal or other appropriate supervisor for Sick Leave (OP 198) and submits Confidential Medical Report (OP 407) which is approved by the School Medical Director;

3-A member who terminates Terminal Leave to apply for Sick Leave shall be entitled to the total Cumulative Absence Reserve minus the number of school days actually used during the period of Terminal Leave.

4-A member who terminates Terminal Leave shall be deemed to have forfeited the future right to the number of days of Terminal Leave already taken.

5-A substitute may be employed to replace any member on Terminal Leave.

6-Application for Terminal Leave shall be made to the Community Superintendent (or, for City District staff, to the Bureau of Appointment) at least one month prior to the initial date of requested leave (and for leaves beginning in September, at least one month prior to the commencement of the summer vacation period).

7-During Terminal Leave, no member may serve in any capacity under any Community Board or the City Board of Education or in publicly-supported institutions in New York City or State. There is no restriction on private employment, or on public employment outside the jurisdiction of the State of New York during the period of Terminal Leave.

8-Unforeseen closing of schools or other conditions which may excuse non-attendance of working personnel, occurring during the period of Terminal Leave, shall not change the total number of days originally computed for the Terminal Leave applied for or granted.

Instructions

- Complete the Application on the face of this form and submit with signature of Applicant and School Principal to the Community Superintendent (or, for City District staff, to the Bureau of Appointment).
- Enclose a large envelope addressed to the School Principal with this Application.

THE NEW YORK CITY BOARD OF EDUCATION
 OFFICE OF PERSONNEL - BUREAU OF APPOINTMENT
 65 Court Street, Brooklyn, New York 12201

APPLICATION FOR RETIREMENT LEAVE OF ABSENCE (TERMINAL LEAVE)

() Community District () City District () Instructional Staff

(Please type or print. See Rules and Instructions on reverse side.)

1. To be Completed by Applicant:

Mr.	Soc. Sec. # _____	
Miss		
Mrs.	File # _____	
(Last Name)	(First Name)	(Initial)
Home Address	ZIP _____	
(No. and St.)	(Borough, City, State)	
License: Rank _____	Subject _____	
School: _____	Borough _____	District _____

ELIGIBILITY CLAIM FOR SERVICE RETIREMENT			DATES OF RETIREMENT LEAVE (BOTH DATES INCLUSIVE)	
CHECK ONE	CATEGORY	BIRTHDATE	INITIAL	Date _____
	Plan "A" 20 Years Of Service (Payment Deferred)		TERMINAL	Date _____
	Plan "A" 25 Years Of Service And Age 55 (Immediate Payment)			
	Plan "B" Age 55 (Regardless of Years of Service)			

I intend to retire on the first school day immediately following the terminal date of my retirement leave of absence (terminal leave).

I understand that any days of absence due to personal illness taken between the date of application or date of approval of retirement leave and the starting date of the leave may reduce the length of retirement leave and that the Teachers' Retirement System will consider the period of my retirement leave as active duty for retirement purposes.

Date _____ Signature of Applicant _____

II. To be completed by Payroll Secretary and signed by Principal:

NOTE: Inform Community Superintendent (or, for City District staff, the Bureau of Appointment) of any reduction in Cumulative Absence Reserve subsequent to date of this application that would reduce allowable period of leave.

TOTAL NUMBER OF DAYS IN CUMULATIVE ABSENCE	
TOTAL NUMBER OF SCHOOL DAYS REQUESTED FOR THIS RETIREMENT LEAVE OF ABSENCE WITH PAY (TERMINAL LEAVE)	
SIGNATURE OF PRINCIPAL _____ DATE _____	
(IF OTHER SHOW TITLE) _____	