

SUBJECT: **PROFESSIONAL STAFF FRINGE BENEFITS**

Supersedes: GCBC, GCBD-R, issued 5/74, revised

Effective: March 12, 2009

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Approved by: Detroit Board of Education

1.0 Policy

Upon prior approval of the Board and in accordance with current labor agreements and/or employment contracts, insurance and other benefits provided employees, such as employer contributions to the retirement plan, are considered part of overall compensation.

The fringe benefits granted executive-level administrators and other professional employees who are not in bargaining units will be comparable to those provided employees in the unit to which the position has been assigned “relationship.”

- (2) With pay
 - (a) Attendance at conferences, meetings of professional organizations, and other approved job-related activities
 - (b) Early dismissal for accredited summer school session or accredited summer tour
 - (c) Employee’s own graduation exercised (chargeable to illness bank)
 - (d) Travel on Board of Education business
 - (e) Employee’s own wedding

- (3) Special cases
 - (a) Reserve military training or short-term duty, not exceeding 10 working days
 - (b) Jury duty, not exceeding 60 working days in a calendar year

d. Employees when summoned to jury duty should respond to such summons as directed. Jury duty in federal courts may be excused or postponed, providing letters explaining the reasons are filed. Board employees are not exempt from jury duty in Michigan courts under Michigan Public Act 326 (1968). Postponement of such service to a time other than during the school year may be granted upon application to the presiding judge of the Michigan court to which summoned.

- e. Absences granted for reserve military training and jury duty are without pay, but are reimbursable for the difference between the remuneration for these services and the employee's regular Board salary upon approval of the official request form by the offices of finance and personnel. To warrant Board pay on day(s) when the jury does not meet, employees must be on duty in their regular positions and must give notice the day before so that the substitutes may be released.
 - f. Duration of absence, and approvals:
 - (1) Absences of one to four days require approval only of the administrators, supervisors, or unit heads in charge of the particular employee. The single exception is release for one or more of the last three days at the end of the second semester, when the Request for Early Dismissal must be submitted to Human Resources. Condition for considering approval for early dismissal are: college credit must be earned; employees leaving early must submit transcripts of their credits earned, not later than October 1, to the personnel records department.
 - (2) Absences of more than four days require submission of the form Request for Approved Absence, to the employees' officers for approval and transmittal to the personnel office.
 - (3) Since approval must be secured at least 10 days before the absence begins, all necessary arrangements should be made and all required forms should be forwarded to the office of personnel well in advance of the anticipated absence.
2. Basic Provisions
- a. Approved leave is the withdrawal of assigned services and duties by employees for more than 20 working days, with Board of Education approval.
 - b. In general, request on the form Request for Leave of Absence or Extension of Leave are submitted to the administrators, supervisors, or unit heads in charge of the personnel seeking approval of such absence and forwarded to the office of personnel.
 - c. Approved leaves may be granted for the following purposes:
 - (1) Illness
 - (2) Military service
 - (3) Study
 - (4) Maternity disability

- (5) Personal business
- (6) Government and professional service
- (7) Sabbatical
- (8) Exchange teaching

d. General policies and procedures:

- (1) Application is made on the form Request for Leave of Absence or extension of Leave and submitted to the employee's officers.
- (2) Leaves are granted for period not to exceed one year.
- (3) Effective date of leave: the day following the last day for which the employee was paid. Leaves of absence for teaching employees, with the exception of illness leaves, should begin and end at natural breaks, such as vacation periods, report card marking, or end of the semester.
- (4) Employees remain in Board employment for at least one full year following their return.
- (5) Maximum allowance for all purposes is three consecutive years.
- (6) Exceptions may be granted after referral to a reviewing committee for special consideration and recommendation for approval.
- (7) No leaves will be granted for the purpose of engaging in similar employment elsewhere, with the exception of leaves for teaching in foreign lands under United States government auspices.
- (8) Employees not returning at the expiration of a leave, and for whom no extension is granted, are automatically terminated.
- (9) No leave of absence will serve to terminate a teacher's continuing tenure previously acquired (Board/DFT Agreement).

e. Because leaves are granted for a variety of purposes, the privileges and limitations for specific leaves differ in some respects. See also bargaining agreements with various employee organizations.

Attachments to Policy 7.22: None

See also: None

Legal References: MCLA § 380.1224
MCLA § 380.1255

Labor Contract References: Bargaining agreements with various employee organizations.