

Special Provisions for Instructional Employees

Approved 3/14/18

The MicroSociety Academy Charter School (MACS) Board of Trustees values experienced staff members who have a proven record and commitment to the MicroSociety philosophy, and in particular, a commitment and enthusiasm for MACS. Instructional employees, for the purpose of this policy, are defined as those whose principal function is to teach and instruct students in a classroom. This term applies to full-time classroom teachers and does not apply to paraprofessionals, administrative assistants, or other primarily non-instructional employees, nor does it include part-time staff.

If a full-time instructional employee wishes to take a one year, unpaid leave of absence, it is at the discretion of the Director as to grant the leave of absence. Only one full school year leave will be considered.

To request a leave of absence for the upcoming school year, the employee must submit a written request to the Director no later than April 1st the prior school year.

By April 1st of the year of the employee's leave, the employee must notify the Director in writing if they intend to return to MACS or not. The position the employee is offered for the following school year will be at the discretion of the Director.

The Director will consider these requests on a case by case basis.