



HUMAN RESOURCES
DEPARTMENT

North East Independent School District

8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217
210-407-0188 (office) 210-804-7056 (fax)
www.neisd.net

REQUEST FOR ADVANCED ACADEMIC PREPARATION LEAVE

Per [Policy DEC \(LOCAL\)](#), an employee can request a one-year, unpaid leave of absence for advanced academic preparation. The employee must meet the following criteria:

1. Complete 2 (two) consecutive years of employment in the District
2. Submit a request for leave prior to June 1st for a leave commencing during the next school year
3. Provide evidence that employee is enrolled in an approved graduate program for a minimum of 9 (nine) hours during each fall and spring semester
4. Submit an advanced degree plan to be placed on file in the District's Human Resources office
5. Notify Executive Director of Human Resources by March 1st of the year employee is on leave whether or not the employee plans to return to his/her position with the District

Employee Name

Employee ID Number

Position

Location

____/____/_____
Leave Begin Date

____/____/_____
Leave End Date

I, _____, understand that all requests must be approved by the Board of Trustees. Should I fail to give notice by the above deadline of my intent to return, a position will not be held and benefits will be forfeited.

Employee Signature

____/____/_____
Date

Principal Recommendation:

My signature below confirms my recommended approval for the employee's request for an advanced academic preparation leave of absence. I also understand that per policy, after completion of the leave, the employee shall be assigned to the same campus provided a vacancy is available in an area from which the employee is certified.

Principal Signature

Date

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Request Received on: _____
HR Staff Initial: _____

Has employee has completed two consecutive years of employment? ☐ Yes ☐ No

☐ Request Not Approved

☐ Request Approved by Board of Trustees on _____

Did employee notify HR of intent to return by March 1st of the year in which the employee is on leave?

☐ Yes ☐ No