

LEAVES OF ABSENCE

Regular employees, depending on their job classification, may be entitled to request both short and long term leaves of absence. The various employee contracts and collective bargaining agreements specify the requirements for eligibility for these leaves and should be consulted for specific information. Included amongst these short and long term leaves of absence are personal, professional, legal, bereavement, parenthood leave, and other extended leaves of absence.

In general, it should be noted, that all leaves must be requested, in writing, to the Executive Director of Human Resources. Additional information concerning eligibility and the application process may be obtained by contacting the Office of Human Resources. All requests for long-term leaves of absence will be submitted to the Office of Human Resources and are subject to the approval of the Superintendent and/or designee.

Short Term Leaves of Absences for the Purpose of Attending Non-Employment Related Conventions, Seminars, Etc.

For short-term leaves of absence for purposes of attending necessary conventions, seminars, meetings or other activities of organizations to which the individual belongs and which are not related to their employment in the Cambridge Public Schools:

1. Employees who are entitled to vacation time or personal days may use such days for purposes as indicated above, provided they obtain their supervisor's approval, which shall not be unreasonably withheld;
2. Employees who are not entitled to personal days or who have exhausted their available days, may be granted an unpaid leave of absence for up to three (3) days in a fiscal year, at the discretion of the Superintendent of Schools for the purpose of attending non-employment related conventions, seminars, meetings and the like;
3. In either instance, it shall be understood that there shall be no cost to the School Department in overtime or replacement coverage;
4. Nothing in this policy shall detract from employee rights protected by collective bargaining agreements relating to leave of absence for other purposes, including attendance at union conventions when provided for by contract.

Parenthood Leave

Parenthood Leaves are granted in accordance with the applicable provisions of state and federal law.

Jury Duty

Whenever an employee of the Cambridge Public Schools is called for jury duty, the employee shall be granted a leave of absence for the period the employee is ordered to jury duty; and further, the employee so ordered to jury duty shall be paid the difference between their regular compensation and the stipend received as a juror.

Religious Holiday Leaves

All religious holidays are taken as personal days except for any holidays that are given off in connection with the School Committee's establishment of the school calendar or by the terms of applicable collective bargaining agreements.

Military Leave

All military leave is granted in accordance with the provisions of applicable employee contracts and collective bargaining agreements and in accordance with the provisions of federal, state and local laws.

Veterans Conferences

The School Committee is most enthusiastic for approving leaves for war veterans' and its auxiliaries when the occasion arises to attend veterans' conventions provided the request is made through the Superintendent and the Veterans Services Office, and that the applicant is in good standing; and that the School Committee has always in the past recognized the rights of veterans for leaves of absence to attend veterans' conventions when requested.

LEGAL REFS.: M.G.L.c. 71, §41A; M.G.L.c. 149, §105D

Adopted: May 15, 2018