

SAN DIEGO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

NO. 7149

PAGE 1 OF 2

CLASSIFICATION PERSONNEL, LEAVES/ABSENCES

EFFECTIVE 1-29-62

SUBJECT EXCHANGE TEACHER LEAVE

REVISED 8-21-80

A. PURPOSE AND SCOPE:

1. To outline administrative procedures governing leave as an exchange teacher under one of three district exchange-teacher programs.

B. LEGAL AND POLICY BASIS:

1. Reference: Board policy; Ed. Code 33123, 44853-55.

C. GENERAL:

1. Originating Office. Suggestions or questions concerning this procedure should be directed to Personnel Administration Department.
2. Exchange Programs. Permanent teachers are eligible to participate in the following programs:
 - a. Another nation may send a teacher in exchange for a district teacher, and each is paid by his/her own school district. This type of exchange requires approval of the superintendent and the Board of Education, but is not processed as a regular leave without pay because the teacher continues to be paid as if on duty in San Diego Unified School District.
 - b. A district teacher may be granted a leave to teach in a foreign nation without an exchange. After obtaining consent of the superintendent, regular leave of absence without pay is granted.
 - c. Teachers may be exchanged, but are paid by the school where they teach. A regular leave of absence without pay is granted.

D. IMPLEMENTATION:

1. Regular Exchange-Teacher Program (See. C.2.a.)

a. Employee

- (1) Secures information and application forms from Department of Education.
- (2) Completes application; obtains approval of division head and signature of the superintendent; returns form to Department of Education.
- (3) Receives notification of granting of exchange from State Department and submits "Leave of Absence Request--Long Term" through principal to the Personnel Administration Department.

NOT REVISSED

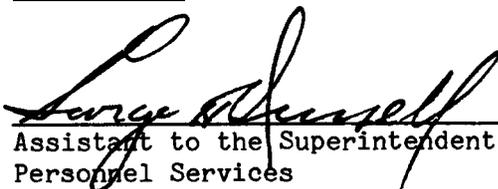
- D. 1. b. Superintendent receives notification from State Department that exchange has been granted and information on the teacher coming in exchange, which is sent to appropriate area assistant superintendent for approval.
- c. Assistant to the Superintendent, Personnel Services Division, checks qualifications of teacher coming; recommends action to the superintendent.
- d. Superintendent notifies Personnel Administration Department of action to be taken.
- e. Personnel Administration Department prepares agenda item for approval by Board of Education; notifies State Department and employee of action taken.
- f. Employee files "Address or Name Change Notice" with Personnel/ Payroll Section.
2. Other Types of Exchange Programs (C.2.b. and C.2.c.). Employee desiring to participate should consult Personnel Administration Department.

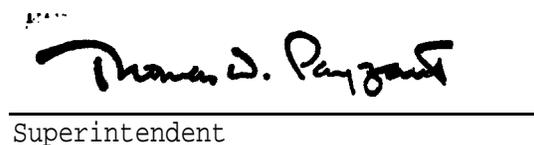
E. FORMS AND AUXILIARY REFERENCES:

1. Application forms for various programs may be obtained from:
U. S. Office of Education
Division of International Education
Teacher Exchange Section
Washington, DC 20202
2. Leave of Absence Request--Long Term, available from Personnel Administration Department.
3. Address or Name Change Notice, Stock No. 22-A-1201.

F. REPORTS AND RECORDS:

G. APPROVED BY:


Assistant to the Superintendent
Personnel Services


Superintendent