

Baltimore City Public Schools Military Leave Overview

Summary

Maryland State Board Bylaws provide that all public school system employees who are members of the organized militia or the Army, Navy, Air or Marine Reserve, shall be entitled to a leave of absence from their respective duties, without loss of pay, time or efficiency rating, on all days during which they shall be engaged in field or coast defense or other training ordered or authorized under the provisions of Article 65, Annotated Code of Maryland, or under any law of the United States, during such time as they are on inactive duty, not to exceed 15 days annually

Required Documentation

- Completed [Online Leaves Application](#)
- A copy of your Military Orders must accompany request

Notification

- Once the application is reviewed the employee will receive notification of approval or denial.
- Leave is not authorized unless approved by the Department of Human Capital.
- Failure to received prior approval may result in appropriate disciplinary action up to and including termination.

Pay Status

- Unpaid after 15 days
- Once approved, you will be placed on an approved leave of absence and transferred off of your locations run and placed on 2026. The 2026 organization is a payroll organization for employees currently on a long term leave of absence

Benefits Status

- Your status is unpaid after 15 days and your benefits will terminate at the end of the month in which your leave began. You have a right to COBRA continuation coverage. A COBRA election form will be mailed to your address on file by our Third Party Administrator. COBRA is a temporary extension of coverage pursuant to the Consolidated Omnibus Reconciliation Act of 1985. COBRA continuation coverage can become available to you and to other covered members under your plan when you would otherwise lose your group health care coverage.

- You will have an opportunity to re-enroll your benefits during the first 30 days of your return to active duty.

Return To Work

- 30 days prior to the end of your leave approval date, you must contact Leaves Management by email at HumanCapital@bcps.k12.md.us to request your placement in an active assignment. Leaves Management will forward your request to the appropriate department that will handle your placement to an active assignment.

BTU Employee Evaluations

- In keeping with section 15.22 of the BTU contract, BTU employees who are absent more than 60 days in the school year shall receive an annual rating of “Administrative Effective/Satisfactory” on their annual evaluation with no Achievement Units (AUs). This rating can be used for certification purposes.

BCPS Board Rules

Article 4 section 404.03, All absences of educational staff members shall be with loss of full pay unless otherwise provided for in these Rules, or by special action of the Board. “With loss of full pay” shall mean that the person concerned shall receive no salary for the full time included in such a leave. Such shall also include the earning of a salary from another source by the staff person on a leave without express approval of the Board and the Chief Executive Officer.