

Baltimore City Public Schools Unpaid Personal Leave Overview

Summary

An employee, at their request, may be granted a leave of absence for a minimum of 30 days without pay for the purpose of handling personal business that requires temporary leave of employment, for such a period of time that is specified by employee, but may not exceed one (1) year. Please note that extensions for this leave type are not permissible.

Required Documentation

- Must be submitted **30 days** in advance of requested leave start date
- Completed [Online Leaves Application](#)
- Explanation of leave reason and any supporting documentation must accompany request

Pay Status

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

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 receive prior approval of your leave request by the Human Capital Office may result in appropriate disciplinary action up to and including termination.

Benefits Status

- Benefits will terminate at the end of the month in which the 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, P&A Group. 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 Human Capital at humancapital@bcps.k12.md.us with your supervisor copied by email or in writing to request your placement in an active assignment. Human Capital will work to identify a funded position/placement for you upon your scheduled return.

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.