NEW YORK CITY DEPARTMENT OF EDUCATION
DIVISION OF HUMAN RESOURCES
65 COURT STREET
BROOKLYN, NEW YORK 11201

PERSONNEL MEMORANDUM NO, 8, 2008- 2009 **May 27, 2009**

To: **Superintendents, Chief Executives, Executive Directors, Deputy Executive Directors, ISC Human Resource Deputy Directors, CFN HR Directors, and Heads of Offices and Principals**

FROM: **Gary Barton**
Executive Director, Office of Field & Information Services

SUBJECT: **Procedures for excused absence to attend authorized summer institutes (June 2009)**

Teachers may be excused from the schools during the last two weeks in June in order to attend an authorized summer institute for professional purposes. The reason for attending the summer institute must be other than qualification for license, salary increment or differential. When properly authorized, an absence to attend a summer institute **between JUNE 12 and JUNE 26, 2009** may be excused as non-attendance. Salary during this period is subject to a pro-rata deduction reflecting the cost of the employment of substitutes. When absence for attendance at an authorized summer institute occurs prior to the last two weeks in June, it may be excused without pay.

Examples of summer institutes at which attendance may be authorized are those sponsored by the National Science Foundation (N.S.F.), New York State Education Department In-Service Training Programs or those under the Higher Education Act.

Personnel contemplating attendance at a summer institute must consult with their Principal before applying to participate. Upon acceptance by an authorized summer institute program, the teacher must apply for excuse of absence by submitting the attached **Application for Excused Absence to Attend an Authorized Summer Institute** to the Office of Pedagogical Personnel of the Division of Human Resources (See Attachment 1). **The application must be received by the Division of Human Resources in advance of the initiation of summer institute study and, in any event, no later than June 5, 2009.** The application letter for excuse of absence must include the following information:

1. Number or name of school or organizational unit and official address.

2. Inclusive dates of absence which cannot be earlier than the initial date of the summer institute or later than the final date of the summer institute.

3. Specific field of study to be undertaken.

4. Name of college or university and location at which the summer institute is to be held.

5. Name, address, file number and social security number of applicant.

6. Signed approval of school principal or organizational unit head.

7. Signed approval of community superintendent or local instructional superintendent

In order to be reimbursed for the period approved as non-attendance, the teacher absent during the period from June 12, 2009 to June 26, 2009 is required to submit documentation to the Principal at the opening of school in September 2009 verifying that the teacher was in attendance at the approved institute during the period for which the absence was approved. Such official documentation is to be retained at the school in the teacher's official file folder and is subject to audit.

The Principal is responsible for submitting the attached **Certification for Reimbursement for Summer Institute Attendance** to the Division of Human Resources (See Attachment 2), no later than **September 28, 2009**, confirming whether the teacher did or did not attend the summer institute.

Upon receipt of this certification, the Division of Human Resources will authorize the Division of Financial Operations to initiate the reimbursement procedure for eligible teachers. Reimbursement will be made in accordance with a formula developed by the Division of Financial Operations and will not result in any additional cost to the district.

NOTE: **FAILURE TO SUBMIT THE REQUIRED CERTIFICATION BY THE PRINCIPAL TO THE DIVISION OF HUMAN RESOURCES WILL RESULT IN A DELAY IN REIMBURSEMENT.**

Prior to June 12, 2009, Principals or heads of units from whom applications have been received will be notified by the Division of Human Resources to provide specific approval to the applicant and additional information regarding the procedures to be followed in processing absences for the purpose of attending summer institutes.

If questions arise, please contact Sally Elam at:

DIVISION OF HUMAN RESOURCES
NEW YORK CITY DEPARTMENT OF EDUCATION
OFFICE OF FIELD SERVICES
65 COURT STREET - ROOM 811
BROOKLYN, NEW YORK 11201
TELEPHONE: (718) 935-2900

Thank you for your cooperation in disseminating this information to pedagogical personnel under your jurisdiction.

GB:cc
Attachment

ATTACHMENT 1 TO PERSONNEL MEMORANDUM No. 8, 2008 -2009

APPLICATION FOR EXCUSED ABSENCE TO ATTEND AN AUTHORIZED SUMMER INSTITUTE

(TO BE COMPLETED BY APPLICANT)

APPLICANT'S NAME: _____ FILE#: _____

SOC.SEC #: _____

HOME ADDRESS: _____

REGION: _____ DISTRICT: _____BORO/SCHOOL: _____

NAME OF SCHOOL: _____

SCHOOL ADDRESS: _____

(TO BE COMPLETED BY APPLICANT)

Office of Field Services
65 Court Street, Room 811
Brooklyn, New York 11201

Re: Absence to Attend Summer Institute

From: _____Through _____, 2009

With approval of my principal and superintendent, I hereby apply for excuse of absence necessary to attend an authorized summer institute for the period and purpose stated. I understand that absence authorized as non- attendance during the last two weeks of June (that is from June 12, 2009) is subject to a salary deduction reflecting the cost of substitutes and that any absence authorized before that time is to be excused without pay. I also understand that credits earned while attending the summer institute may not be used to establish eligibility for licensure, salary differentials or salary increments.

The specific field of study to be undertaken is: (Please indicate field of study)

_____

The summer institute will be held at: (Please indicate college/university and location)

_____

Very truly yours,

_____

APPLICANT'S SIGNATURE DATE

APPROVAL OF PRINCIPAL

I have examined the letter of acceptance for the program described and approve the participation of this applicant. By September 28, 2009, I will certify to the Division of Human Resources if this teacher attended or failed to attend an approved summer institute, using Attachment 2 of this Personnel Memorandum.

_____

PRINT NAME

_____

SIGNATURE OF PRINCIPAL

APPROVAL OF SUPERINTENDENT

I approve of participation by the applicant.

_____

DATE REGION SIGNATURE OF SUPERINTENDENT

NOTE: Please forward this application, with the required signatures, to the following address by June 5, 2009

DIVISION OF HUMAN RESOURCES
OFFICE OF FIELD SERVICES
65 COURT STREET - ROOM 811
BROOKLYN, NEW YORK 11201

CERTIFICATION FOR REIMBURSEMENT FOR SUMMER INSTITUTE ATTENDANCE

(TO BE COMPLETED BY APPLICANT)

APPLICANT'S NAME: _____

FILE #:_____ **SOC.SEC#:**_____

REGION: _____**DISTRICT:**_____ **BORO:**_____ **SCHOOL:** _____

NAME OF SCHOOL:_____

SCHOOL ADDRESS:_____

(TO BE COMPLETED BY PRINCIPAL)

CERTIFICATION BY PRINCIPAL OF APPLICANT'S ATTENDANCE

(Please check one.)

☐ **This is to inform you that the individual named above DID NOT attend the summer institute for which prior approval was granted by the Division of Human Resources.**

☐ **This is to inform you that the individual named above has submitted official documentation that confirms attendance at an approved summer institute for which prior approval was granted by the Division of Human Resources for the date(s) indicated. I attest that such documentation is on file in the teacher's file folder, and I request that reimbursement procedures be initiated.**

_____

DATE **SIGNATURE OF PRINCIPAL**

NOTE: PLEASE FORWARD THIS CERTIFICATION TO THE FOLLOWING ADDRESS BY SEPTEMBER 28, 2009

DIVISION OF HUMAN RESOURCES
OFFICE OF FIELD SERVICES
65 COURT STREET - ROOM 811
BROOKLYN, NEW YORK 11201