

MEMORANDUM 553

Nov 2, 2006

TO: District 75 Physical and Occupational Therapists
RE: Part time
FROM: Nina Young

Requests for part time status must follow the guidelines set forth in this memo.

1. Part time status will not be granted for the obtainment of Master's or Doctorate level degrees. Continuing education money will still be made available, but therapists must pursue these degrees after work hours.
2. Therapists who are returning from MLOA or FMLA may request to work part time, by submitting the enclosed form and a letter explaining the circumstances for this request. Therapists must also file form 9902. Part time requests for extended child care may be granted until a child is 5 years of age. If your child has special needs, your part time status will be reviewed on a yearly basis.
3. Therapists may be eligible for part time status only after they have completed 2 years of full time employment with the DOE as DOE therapists.
4. Scholarship recipients who have not fulfilled their commitment with the Department of Education may not apply for part time status.
5. Therapists who have been granted part time status must begin their work day when school begins. No therapists may come in after the official start of the school day. In order to fulfill a three-day work week, therapists must work 21 ½ hours. This allows for a 30 minute unpaid lunch break. If a therapist chooses to work more than 3 days, the work day will be adjusted, but all therapists must still report to work at the beginning of the school day.
6. All requests and approvals for part time status will be done through your Clinical Supervisor and the office of Clinical and Support Services. Therapists must complete the part time status request form as well as form 9902. Changes in status will only be granted at the beginning of the school year and requests must be submitted before the end of June.