

POLICY ON CREDIT FOR TEACHING EXPERIENCE

A year of teaching experience is defined as each scholastic year of employment as a certified teacher in public schools within any of the fifty (50) states of the United States of America (USA), or within any of its territorial possessions; or, as a teacher in a private or parochial school, as an employee in a state department of education, or as an instructor in an institution of higher learning. All such experience **must** have been as a teacher in an institution or school accredited by one of the recognized regional accrediting agencies in the USA (e.g., SACS). Experience outside the USA, its territories or possessions must be in an institution or school accredited by an accrediting agency recognized by the USA.

A year of teaching experience is granted if the person was employed for at least ninety (90) instructional days during one scholastic year, excluding holidays, as authorized by the local governing board of the school or institution. However, not more than one (1) year of experience will be granted for a period inclusive of twelve (12) consecutive calendar months. ALL experience must be have been on a full-time basis (as defined by the local governing board or the state governing board).

Teachers actively engaged in teaching within twelve (12) months immediately preceding induction into military service of the USA shall be given one (1) year of teaching experience for each year of military service e provided they served as enlisted persons or commissioned officers on active duty with any of the branches of service with the USA. To receive credit for military service, a teacher must file, with his/her teaching service record, a copy of his/her military service record. For determining total eligibility of military experience, one (1) year of teaching experience will be allowed for a full year of three hundred and sixty-five (365) days of military service.

A separate line on the form on the reverse side is to be used for each year of teaching experience claimed. Additional pages of this form may be used if needed.

Transfer of regular sick leave is provided in Louisiana Revised Statute 17:1201 (A)(3) as follows: "All sick leave accumulated by each member of the teaching staff pursuant to the provisions of this Subsection shall be vested in the member of the teaching staff by whom such leave has been accumulated. In the event of the transfer to such member of the teaching staff from one city or parish public school system to another in this state, or upon the return of such member of teaching staff to the same school system within five years or such longer period of time as may be approved by the governing authority of the school system within five (5) years or such longer period of time as may be approved by the governing authority of the school system to which the member of the teaching staff returned, regardless of the dates on which the leave was accumulated or the date of the transfer or return of the member of the teaching staff, such vested leave shall be transferred or returned to or continued by the school system to which the transfers or returns and shall be retained to the credit of such member of the teaching staff. When any member of the teaching staff uses accrued sick leave which has been transferred from one public school system to another, the sick leave used shall be assessed against the most recent sick leave earned and accrued and successively from sick leave accrued last to sick leave accrued first."

Any accrued extended sick leave not used **may be** transferred from one Louisiana public school system to another Louisiana public school system.