

PERSONNELPROFESSIONAL PERSONNEL - LEAVE OF ABSENCE WITHOUT PAY AND WITHOUT BOARD PAID BENEFITS (MORE THAN 30 CALENDAR DAYS)

Leaves of absence without pay and without Board paid benefits may be granted to full-time employees who have worked full-time a minimum of two years and have rendered satisfactory service to the District and who desire to return to employment in a similar capacity at a time mutually consistent with the needs of the District as determined by the Board.

Written requests for leaves of absence without pay and without Board paid benefits should be made to and approved by the immediate supervisor/principal and forwarded to the Superintendent at least 30 days before the leave is desired, subject to approval by the Board.

Each approved leave of absence shall be of the shortest possible duration required to meet the purpose for the leave consistent with a reasonable continuity of instruction for students and/or needs of the District (i.e., facilities, start of school year, vacations). Leaves of absence without pay for up to one year may be granted to full-time employees who have worked full-time a minimum of two years according to the following conditions:

1. Dates of departure and return must be acceptable to the administration and determined prior to initiating the request.
2. Leaves of more than 30 calendar days may be granted for reasons acceptable to the Board.
3. Employees will not advance on the salary schedule while on any approved leave of absence without pay unless being in attendance at least one hundred (100) days in the prior school year.
4. All accrued vacation and personal days must be used prior to unpaid leave beginning (for those employees where this condition applies).
5. Any employee must give written notice to the Superintendent of Schools by March 1st of the year the leave commences regarding his/her intent to return for the following work year (i.e., start of work year is July 1st for Educational Support Personnel and August for Certified Personnel). Failure to provide said written notice shall serve as a constructive resignation from the employee's position. Leaves granted after March 1st of any work year shall only be for the remainder of the current work year.
6. Upon return from an unpaid leave of absence, the employee will be assigned to a position comparable to his/her position prior to the leave. If such a position is not available, the employee will be assigned according to District needs. The employee is not assured the assignment will be in the same school or facility.

Adopted: February 27, 1997
Revised: March 12, 1998