

Other Leaves of Absence

Leave of absence for service in public office may be granted to certified employees without pay.

Leave of absence for advanced study, travel, association business or other reasons may be granted certified employees who have been employed by the district for a minimum of five consecutive years. Leaves of absence are subject to approval by the Board of Trustees subject to the following requirements.

1. Leaves for an entire year must be submitted prior to June 1st of the preceding year.
2. Leave will be granted without pay.
3. Movement for experience on the salary schedule will not accrue during the leave period.
4. The employee must notify the district if the request is for one or two years at the time the request is made.
5. The employee granted a one-year leave of absence must notify the superintendent in writing by April 1st if they wish to be considered for an employment contract for the ensuing year. The employee will be given the first opportunity to fill open positions in the district for which they are qualified. A certified employee must meet certification and Highly Qualified requirements for the open position.
6. The employee granted a two-year leave of absence must notify the superintendent in writing by April 1st in the second year of their leave if they wish to return during the ensuing year. The employee will be given the first opportunity to fill open positions in the district for which they are qualified. A certified employee must meet certification and Highly Qualified requirements for the open position..
7. No assurance is given that the employee will be returned to their former position. An effort will be made to provide an assignment appropriate to the employee's qualifications including proper certification and Highly Qualified requirements..
8. If a position is not found for the employee, then an additional year of leave will be granted.
9. Group benefit programs in which the employee was participating may be available to the employee at their expense.

Public Service Leave

Employees may request a leave of absence for the purpose of campaigning for and/or serving in political office without pay.

Policy History:

Adopted on: 03/25/08
Revised on: 03/23/10