

## **4125 OTHER LEAVES OF ABSENCE (WITHOUT PAY)**

### Long Term Leaves

Long Term Leaves not specifically identified in an employee's collective bargaining agreement may be granted under the following conditions/circumstances:

1. An employee must have served four (4) consecutive years in a licensed professional capacity in the School District to qualify for a leave of one (1) school year. At the discretion of the School Board, a long term leave may be extended up to a maximum of one (1) additional year provided the extension meets the requirements of 3, 4, 5, and 6 of this section.
2. A second leave request shall not be considered until four (4) consecutive years or more have elapsed following the conclusion of the preceding long term leave.
3. The staff member must be working at least one-half (½) time or more during the preceding school year or, if on leave, when last employed by the School District in a tenured capacity.
4. Requests for leave must be submitted to the Director of Human Resources by April 15 of the year preceding the school year in which the leave is requested.
5. A leave shall not be recommended unless a properly licensed and otherwise qualified replacement is available.
6. Assurances are provided by both the employee and supervisors prior to granting the leave that disruption to the educational process will not take place by virtue of granting the leave.

### Short Term Leaves

After an employee has completed three (3) consecutive years in a licensed position in the School District, the employee may request a leave without pay for up to two (2) consecutive weeks for reasons which are important to the employee or his/her immediate family provided the following conditions exist:

1. The need for the absence cannot be accommodated during non-working days.
2. A properly licensed and otherwise qualified substitute is available.
3. The leave is not being requested to extend a holiday or recess period within the school year.
4. A second short term leave is not approvable until four (4) consecutive years or more have elapsed since the conclusion of the first leave.
5. Assurances are provided by both the employee and supervisors prior to granting the leave that disruption to the educational process will not take place by virtue of granting the leave.

### Religious Observance Leaves of Absence

Classified and certified employees may be granted leave of absence for religious observances when such observations occur on a school day and where the opportunity to participate in such observances does not occur at times outside the regular work day. Such absence shall be without pay except where the employee has accumulated annual vacation or personal leave, and in that case such day/half-day religious observance shall be charged against the accumulated annual vacation or personal leave of the employee.

Employees who are entitled to personal leave days through their collective bargaining agreements may elect to take time off without pay for religious observance so as to conserve personal leave days for other purposes.

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