

## 4439 LEAVE OF ABSENCE WITHOUT PAY FOR NON-CERTIFIED STAFF

Leaves of absence without pay may be granted for non-certified employees not covered by the terms of a collectively negotiated agreement for the following reasons:

### Leaves Due to Illness in the Family

A leave of absence without pay for up to one year may be granted for the purpose of caring for a sick member of the employee's immediate family. Additional leave may be granted at the discretion of the Board.

### Maternity Leave

Upon written application supported by a physician's statement, an employee shall be granted a leave without pay to a date three months beyond the anticipated date of birth. The employee will normally be granted such leave at the conclusion of her sixth month, except if a physician approves work to a later date and states the last day the employee is to work.

At the expiration of the leave the employee must notify her supervisor of her availability to resume work and submit a certificate from her physician stating that she is able to resume work.

Any tenured staff member adopting an infant child may receive similar leave which shall commence upon her receiving said infant.

### Military Leave

The Board shall, as provided by law, grant leaves of absence without pay to employees entering military service. Such leave shall not exceed a maximum of five years.

Adopted: 24 January 2011

