

## Special Leaves of Absence - Licensed Personnel

### Section A - Introduction

The Board of Education may grant a leave without pay, hereafter referred to as a Special Leave of Absence, to licensed personnel that have achieved tenure when it is deemed to be in the best interests of the district and the licensed staff member.

### Section B - Approval Authority

Requests for a Special Leave of Absence will only be authorized when it is in the best interest of the employee and the district. A request for a leave without pay will be processed as follows:

1. The employee will submit a written request for a Special Leave of Absence without pay to the Human Resources department.
2. The most senior human resources administrator shall have the authority to disapprove a request that is submitted, or recommend to the superintendent that he/she approve such request. In order for the most senior human resources administrator to approve any request for a Special Leave of Absence, evidence must be submitted in writing by the applicant's supervisor and principal clearly showing that the applicant has rendered satisfactory performance.
3. The superintendent shall have the authority to disapprove a request that is submitted, or recommend that the Board of Education approve such request.
4. If the superintendent recommends approval, the request will be submitted to the Board of Education. Final approval or disapproval for a special leave is made by the Board of Education.

### Section C - Timeline

All requests for a Special Leave of Absence must be made in writing to the Human Resources department by February 1st of the year prior to the anticipated date the leave is to begin.

The proposed duration and type of Special Leave of Absence (e.g., full or part-time) shall be determined between the licensed staff member and most senior human resources administrator.

### Section D - Notification of Intent to Return or Resign

All licensed staff members granted special leaves of absence must notify the Human Resources Office in writing at least five months before the end of their leave of their intent to return or resign from the school district.

A licensed staff member on a leave of absence must notify the Human Resources department, in writing, by February 1 in the year of their leave of their intent to return or resign. Failure to notify the Human Resources department will constitute an automatic resignation of the licensed staff member.

### Section E - Compensation During Leave

No salary or other remuneration will be paid to an employee on a full-time special leave. Health benefits coverage may be continued at the sole expense of the employee. Life insurance and disability insurance are not provided for employees on a full-time special leave.

A prorated salary will be paid to an employee on a part-time special leave. Health benefits coverage may be continued, with the Board of Education contributing a pro-rated amount in accordance with the governing GEA negotiated agreement.

Section F - Seniority Credit

Licensed personnel applying for a partial Special Leave of Absence shall not be given an additional year of seniority credit or salary advancement credit for the time spent on leave. For tenured licensed staff members on a partial Special Leave of Absence, advancement on the respective seniority and salary schedules will be made when the sum of their partial Special Leave of Absence FTE assignments equals or exceeds a 1.0 FTE. Seniority and salary advancement must be established prior to the first day of the school year. No mid-year seniority or salary advancement will be made.

Section G - Return from Leave

Upon the completion of the Special Leave of Absence, the licensed staff member shall be returned to the position for which she/he is professionally trained and certified. The tenure status of the licensed staff member shall not be affected by the terms of the Special Leave of Absence.

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