

PERSONNEL

Leave of Absence for Employee and Professional Organization Presidents

A. Duration

Upon written application to the Superintendent, an employee may be granted an unpaid leave of absence to serve as the president of an employee or professional organization. ~~A~~ Leave(s) of absence granted pursuant to this Policy shall be limited to a maximum of eight years during an employee's career with the School Division.

- ~~1. One period of leave during an employee's career for service on the local level. Such leave may not exceed four years; and~~
- ~~2. One period of leave during an employee's career for service on the state level or national level or the combination thereof. Such leave may not exceed four years.~~

B. Salary and Benefits

1. The professional organization will be responsible for paying the employee directly while the employee is on an unpaid leave of absence from VBCPS. During such leave, an employee will accrue no seniority; however, an employee will receive those salary advancements and benefits afforded to his/her respective employee category during the period of leave provided said salary, group health insurance coverage, retirement and group life insurance is reimbursed by the employee or the organization. Upon request, the School Division will report pertinent salary information to the appropriate professional organization.
2. The employee may not use sick or personal leave already earned, nor will the employee he/she accrue sick, or personal reasons, or annual leave during the period of his/her absence.
3. The employee may be eligible to continue certain benefits in effect for the duration of the leave, pursuant to regulations governing the benefits. Eligible coverage will continue unless the employee elects to cancel coverage while in an unpaid leave status. The employee or professional organization will be responsible for making entire premium payments (both employee and employer portions) for health coverage and continuation of other eligible benefits. This should be done by direct payment to the Consolidated Benefits Office (CBO) in advance of each month. If cancellation of coverage is not elected within 30 days of the start of unpaid leave and subsequent premiums are not submitted, coverage will terminate at the end of the month for which the last premium was paid.
4. The employee may only retain life insurance benefits for a maximum of twenty-four (24) months.
5. Pursuant to Virginia Retirement System (VRS) regulations, employees will not accrue serviceable retirement time during their leave of absence. If the employee returns to a VRS covered position, he/she will be subject to VRS regulations regarding the purchasing of prior

service credit due to his/her~~their~~ leave of absence. The purchase may be paid to VRS by the employee or the professional organization on behalf of the employee.

~~The employee may not access any benefit offered by the School Division not listed herein without specific authorization by the School Board.~~

C. Return to Work and/or Separation

1. Prior to the conclusion of the leave of absence, the employee shall notify the Department of Human Resources of his/her intent to return to work as soon as possible.
2. If the employee chooses to return to work, the employee will be assigned to the first available position for which the employee is qualified.
3. An employee who chooses not to return to work at the conclusion of the leave shall be separated from employment. In such cases, any remaining leave balances will be processed in accordance with applicable policies and regulations.

Adopted by School Board: June 16, 1998
Amended by School Board: April 19, 2005
Amended by School Board: October 4, 2016
Amended by School Board: June 25, 2019

APPROVED AS TO
LEGAL SUFFICIENCY

Kamala H. Larentis