

PROFESSIONAL STAFF PERSONAL LEAVE OF ABSENCE

INSTRUCTIONAL STAFF

Upon approval of the Board of Education, any teacher who has served a minimum of four consecutive years (including his/her current contract year) may be granted up to a one year leave of absence for purposes or activities approved by the Board. The Board may approve up to a two year leave of absence for employees who request a foreign position related to their current educational assignment if a two year commitment is required.

Unless otherwise required by law, the employee shall receive no compensation, benefits or movement on the salary schedule during the leave of absence but shall retain teacher status.

Requests for a personal leave of absence shall be made in writing to the director of human resources at least 30 days prior to the anticipated leave date. Exceptions to this deadline may be approved by the Board.

If teachers are on an approved leave of absence concluding at the end of a school year, they shall notify human resources by March 1 regarding their intent to return to their assignment the following year.

If teachers are on a two year leave of absence, after notifying human resources by March 1 of the year of their return, teachers will be returned to a comparable assignment for the following year.

If an employee has excessive absenteeism or an unacceptable, unsatisfactory evaluation then a leave of absence may be denied.

ADMINISTRATIVE STAFF

Upon approval of the Board, administrative staff members may be granted an unpaid leave of absence not to exceed one year for purposes or activities approved by the Board.

Requests for personal leave of absence shall be made in writing to the director of human resources at least 30 days prior to the anticipated leave date. Exceptions to this deadline may be approved by the Board.

An employee returning from personal leave shall be returned to a comparable position within the district with all accrued but unused benefits reinstated.

If an employee has excessive absenteeism or an unacceptable, unsatisfactory evaluation then a leave of absence may be denied.

Adopted prior to 1985
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