

Disability Leave

Section A - Introduction

It shall be the policy of the Board of Education to grant unpaid disability leaves to full-time employees, working at least 30 hours per week, who have exhausted all available paid leave and are unable to return to work.

Section B - Licensed Employees

1. The duration of the disability leave will be the greater of:
 - a. Any days left in the fiscal year when the disability leave started; or
 - b. Six contiguous months.
2. During this period the Board will continue to provide the insurance benefits that are a part of the staff member's compensation program. The employee will be responsible for paying the employee portion of any elected insurance benefits in accordance with Section D of this policy.
3. No salary payments will be made during the disability leave.
4. Should the employee be unable to return to work at the end of the disability leave, the Board of Education, in accordance with the provisions of Section 24-13 of The School Code, will officially notify the employee that the best interests of the school district dictate that his/her employment must be terminated.
5. This policy shall in no way be used to modify or change provisions of The School Code related to tenure.
6. This policy shall not be used to extend a non-tenured licensed employee's employment beyond the end of the school year in which the disability leave begins.
7. If the employee returns to work, he/she must complete at least one full calendar year of active employment (less vacation periods) before another disability leave may be granted.

Section C - Non-Licensed Employees

1. The duration of the disability leave will be the greater of :
 - a. Any days left in the fiscal year when the disability leave started; or
 - b. Six contiguous months.
2. During this period the Board will continue to provide the insurance benefits that are a part of the non-certificated employee's compensation program. The employee will be responsible for paying the employee portion of any elected insurance benefits in accordance with Section D of this policy.
3. No salary payments will be made during the disability leave.
4. Should the employee be unable to return to work at the end of the disability leave, the Board of Education will officially notify the employee that the best interests of the school district dictate that his/her employment be terminated.
5. If the employee returns to work, he/she must complete at least one full calendar year of active employment (less vacation periods) before another disability leave may be granted.

Section D - Payment for Health Benefits

Employees on an unpaid disability leave are responsible for paying the employee portion of any elected insurance benefits. Employees will be provided with the amount due for the plan year and instructions for making payment.

If an employee does not remit payment within (30) days from the due date of the payment, the Assistant Superintendent for Business Services / CSBO or designee will issue a notice indicating that the Eligible Former Employee's health plan enrollment will be terminated within (30) days if the account is not made current. The notice will be sent by certified mail.

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