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PERSONNEL

Political Leave

Upon written request to the superintendent, a leave of absence, without pay, may be granted to a staff member for the purpose of serving in public office. The leave of absence will be in effect for the period of time required to carry out the functions of the office to which elected. The length of service may not extend beyond four (4) school years.

A. Benefits

1. The employee may continue all benefits in effect for the duration of the leave. The employee will be responsible for making entire premium payments (both employee and employer portions) for health coverage for periods of unpaid leave. Employees should do so by direct payment to the Consolidated Benefits Office (CBO) in advance of each month. If continuation of coverage is not elected within thirty (30) calendar days from the date of notification, coverage will terminate effective the end of the month in which the unpaid leave began. If continuation of coverage is elected but subsequent premiums are not submitted, coverage will terminate at the end of the month for which the last premium was paid.
2. Employees who are on leave under this Regulation will not accrue annual leave, sick leave, or personal reasons leave. In addition, employees will no longer accrue serviceable retirement time through the Virginia Retirement System (VRS) for any month in which work is not performed.

B. Return to Work and/or Separation

A minimum of sixty (60) days prior to the commencement of political leave, the employee shall submit the anticipated dates of absences for the school year to the superintendent or designee. Should additional absences become necessary, the employee must make notification as soon as possible. The superintendent or designee has the right to deny any absences that may negatively affect instructional delivery or Division operations.

If the employee's leave of absence is for more than twelve consecutive weeks, upon return to work, the employee will be assigned to the first available position for which the employee is qualified. If there are no placement opportunities available within sixty (60) calendar days from the date the employee is ready to return to work, the School Division shall no longer be obligated to the employee, and the employee will be separated from employment. An employee who does not accept the first available position offered shall not be given further consideration and will be separated from employment.

Instructional employees shall ordinarily return only at semester breaks.

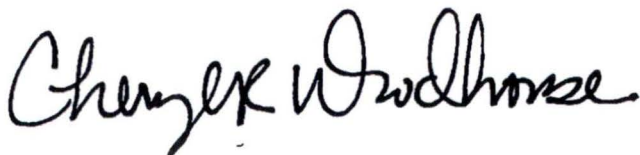
Regulatory Authority

Dougherty County Board of Education v. White, 47 U.S.L.W. 4001, (U.S. Nov. 28, 1978).

Approved by Superintendent: January 18, 1994

Revised by Superintendent: June 5, 2019

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APPROVED AS TO
LEGAL SUFFICIENCY

