

REQUEST FOR LEAVE OF ABSENCE

Other than FMLA Leave—Professional Staff

The Board recognizes that the personal welfare and the professional growth of its employees may require occasional extended absences from duty. Therefore, the Board may grant the following long-term leaves of absence under specified conditions.

PLEASE PRINT:

Employee Name: _____ Location/Position: _____

Date Leave To Began: _____ Expected Date of Return to Work: _____

MY REQUEST FOR LEAVE OF ABSENCE IS FOR THE FOLLOWING REASON: (Please check one)

☐ **Sabbatical Leave**

☐ **Leave for Foreign Teaching**

☐ **Military Leave**

☐ **Other Leave of Absence without Pay (includes):**

☐ **Education**

☐ **Work in Public Service**

☐ **Extended Illness not covered under other policies**

☐ **Other Acceptable Reason**

Sabbatical Leave

1. Upon the recommendation of the superintendent, the Board may grant a leave of absence for one year to a teacher with a Master's Degree and seven or more years of service in the Ritenour School District. If the leave is taken to study toward an advanced degree at a college or university accredited by one of the two national accrediting bodies, the U. S. Department of Education or the Council for Higher Education Accreditation, or a regional accrediting agency recognized by one of the two national bodies, one-third of the applicant's regular salary may be granted. Teachers who meet the requirement for sabbatical leave may apply for a leave of absence, without compensation, for advanced educational studies not leading to an advanced degree. Not more than ten percent of the eligible staff members may be on sabbatical leave at the same time.
2. Teachers on paid leave will be paid in equal monthly installments during the time for which leave is granted.
3. The teacher must agree either to remain in the District two years directly after the year of leave or to refund to the District the partial salary the District paid him/her during the leave of absence.
4. The teacher will advance on the salary schedule as though he/she had been regularly employed.
5. When a leave of absence extends to the end of the school year, the teacher must notify the superintendent by March of his/her plans for the following year.
6. Requests for leave must be made by submitting a letter to the administrator for Human Resources and accompanied by a copy of this policy. Requests should be submitted by February 1 for the following fall or full year, and by June 1 for the following spring.

Leave for Foreign Teaching

1. The Board may grant unpaid leave of absence for one year to a teacher for foreign teaching. In order to qualify, the teacher must have a Master's Degree and seven or more years of service in the Ritenour School District.
2. Applications for leave must be made in writing prior to January of the year preceding the leave and notice of intent to take the leave must be given prior to June.
3. A teacher on leave for foreign teaching must notify the superintendent by March of his/her intention to resume teaching in the District at the beginning of the next scholastic year.
4. Leave for foreign teaching will count as experience for subsequent salary determination.

Military Leave

1. Military leave will be granted as required by law cited below.

Other Leave of Absence Without Pay

1. The Board may grant leave without pay to full-time professional staff for education, extended illness not covered under other policies, work in public service or other acceptable reason. Requests for leave for an entire school year should normally be made in writing before April 1 of the preceding year. Such leave may be extended at the discretion of the Board.
2. Leave of absence under this provision will not be credited toward advancement on the salary schedule nor tenure.
3. Employees on leave of absence without pay may continue their insurance coverage at their own cost.
4. Upon return from leave an employee will be assigned to the same or similar position or a position for which he/she is qualified.
5. The employee must notify the personnel office in writing by April 1 of his/her plans for next scholastic year.

I have read the above information relating to my requested leave and I understand my rights and obligations therein.

Employee Signature

Date

Assistant Superintendent/Human Resources

Date