

## ARTICLE 16: UNPAID LEAVES OF ABSENCE

### A. International and Federal Programs Leave

A leave of absence for one work year may be granted to any bargaining unit member ~~employee~~ who has completed three or more years of service with the District, for the purpose of participating full time in exchange programs in other states, territories, or countries; foreign or military teaching programs; the Peace Corps, Teacher's Corps or Job Corps, or a cultural travel or work program related to the bargaining unit member ~~employee's~~ professional responsibilities; provided said ~~employee~~ bargaining unit member states in the leave request the bargaining unit member ~~employee's~~ intention to return to the school system at the expiration of the leave. Upon return from such leaves, an ~~employee~~ bargaining unit member shall be placed at the same position on the salary schedule as the ~~employee~~ bargaining unit member would have been had the ~~employee~~ bargaining unit member worked in the District during such period. Upon fulfillment of the requirements of the first year of the approved program, the ~~employee~~ bargaining unit member may request and shall be granted a one-year extension of leave to complete the required length of service.

### B. Professional Study Leave

Bargaining Unit Members ~~Employees~~, who have gained contract status, may be granted a leave without pay for activities that will enhance their personal and/or professional growth. Such activities may include study, travel and other reasons as deemed appropriate by the District. Upon return at the expiration of such leave, an ~~employee~~ bargaining unit member shall be placed at the same position on the salary schedule as the ~~employee~~ bargaining unit member would have been had the ~~employee~~ bargaining unit member worked in the District during such period.

### C. Military Leave

Military leave of absence without pay or benefits shall be granted any ~~employee~~ bargaining unit member who enlists in, is drafted ~~or enlisted~~ or is called into temporary active duty in any branch of the armed services of the United States for the period of the induction, ~~or~~ initial enlistment or deployment. Upon return from military leave within 90 days after the ~~employee~~ bargaining unit member is relieved from such military duty, an ~~employee~~ bargaining unit member shall be placed at the same position on the salary schedule as the ~~employee~~ bargaining unit member would have been had the ~~employee~~ bargaining unit member worked in the District during the period of military service.

Any ~~employee~~ bargaining unit member who leaves for military duty without completing 135 consecutive days of employment during a school year shall, upon return to an assignment,

serve that entire probationary year over, notwithstanding the granting of continuous credit for time served in the armed forces.

#### D. Parental Leave

1. Parental leave may be granted, upon written request, for childcare or adoption. An **employee bargaining unit member** requesting such leave shall give at least 30 days' notice except in extenuating circumstances.
2. At the time the leave is requested, the **employee bargaining unit member** will discuss the expected duration of the leave and options to return with a Human Resource Administrator.
3. If the leave commences after the beginning of the second semester of the school year, the leave may be extended for the second school year following the school year in which the leave commenced.
4. At the conclusion of the leave, the **employee bargaining unit member** shall, upon request, be reinstated to the same position held when the leave commenced if the leave is less than 60 working days in duration.
5. The **employee bargaining unit member** must notify the Human Resource Department in writing by April 1 of the employee's intent to return at the beginning of the subsequent school year.

#### E. Personal Leave

Upon written request, a contract **employee bargaining unit member** may be granted a leave of absence for up to one year for personal reasons including health or personal welfare. The recipient shall not work in another District during the period of leave; neither shall the recipient work half-time or more in other non-school employment during the period of leave.

#### F. Short-Term Unpaid Leaves

In non-emergency situations, at least two (2) weeks' notice of the request must be given. Each **employee bargaining unit member** may take up to three (3) days of unpaid leave per year provided a suitable replacement is available and the leave is not during either the first two (2) or the last two (2) weeks of the school year and the affected principal approves the leave. Leaves of more than three (3) days require the approval of a Human Resource Administrator. The District shall continue to pay health insurance premiums during the three (3) day or less unpaid leave.

If a person is on an unpaid leave of more than three (3) days, other than FMLA, on the first

working day of the month, District benefits for that month will be at the ~~employee~~**bargaining unit member**'s expense should the ~~employee~~**bargaining unit member** wish to continue health insurance.

#### G. Other Unpaid Leaves

Unpaid leaves for other purposes may be granted by the Board upon request.

#### H. Governmental Service and Professional Leadership Leave

1. An ~~employee~~**bargaining unit member**-seeking an appointive or elective position in government or a full time elective position within a professional organization may apply in writing for a leave of absence. The Board shall act on the request not later than the second regularly scheduled Board meeting following receipt of the written request.
2. An ~~employee~~**bargaining unit member** returning from such leave shall be given preference for the position the employee held prior to the leave unless the ~~employee~~**bargaining unit member** waives such right in writing.
3. An ~~employee~~**bargaining unit member** returning from such leave shall be placed on the salary schedule at the level the ~~employee~~**bargaining unit member**would have achieved had the ~~employee~~**bargaining unit member** remained actively employed in the District during the period of leave.

#### I. General Provisions for Unpaid Leaves

1. ~~Employee~~**Bargaining unit members** who desire an unpaid leave of absence for any of the above reasons shall submit a written request to a Human Resource Administrator via the principal, for review and determination by the Board. All leaves which are granted shall be in writing specifying the beginning and termination dates of the leave. Such leaves, when granted, shall be without pay, or benefits, except as provided herein.
2. Extensions, renewals, or modifications of Unpaid Leaves may be granted in extenuating circumstances upon the employee's written request to a Human Resource Administrator and subsequent Board approval. Such leave, if granted, shall be in writing.
3. ~~Employee~~**Bargaining unit members** on leave shall notify the Human Resource Administrator by April 1 prior to the beginning of the next school year of their intent to return from leave. Failure to provide such notice by April 1 or failure to return from leave at its expiration will be considered as a resignation unless such leave has been extended by the Board.

4. All benefits to which an employee was entitled at the time the leave of absence commenced and which are currently in effect for ~~employee~~ **bargaining unit members**, including unused accumulated sick leave, shall be restored upon return. To restore health benefits, ~~employees~~ **bargaining unit member** must re-enroll within thirty (30) days of their return from leave.
5. Group insurance coverage may be continued during the entire leave period up to one year, provided the ~~employee~~ **bargaining unit member** reimburses the District for the applicable premiums during any portion of the leave in which the ~~employee~~ **bargaining unit member** is on an unpaid status unless District paid insurance is required by Family Medical Leave Act. However, employees on International and Federal Program Leave, Military Leave, or who are engaged in other full time employment in which they are eligible for full family group medical coverage available through the employer, are not eligible to extend their group insurance through the District.
6. **Bargaining unit members shall retain access to District electronic infrastructure during statutorily protected unpaid leaves. This infrastructure includes but is not limited to access to District email, access to Google and/or other shared drives, access to leave balances and access to W2 forms.**
7. **While on unpaid leave, bargaining unit members are not required to work, including communicating about work matters.**