

510 PROFESSIONAL STAFF UNPAID LEAVES OF ABSENCE

A professional staff member may be granted a leave of absence, without pay, for a period extending up to one school year for medical reasons, to further his/her education, or for any other valid reason with administrative discretion. Requests for unpaid leave shall be submitted and handled as follows:

1. Unpaid leave requests shall be submitted to the respective building principal with a full explanation as to why it is being requested.
2. The principal shall bring the request and explanation to the District Administrator and indicate if he/she recommends it should be granted.
3. If the request is for four or fewer days, the District Administrator shall grant or deny the request, after getting input from the building principal and, if necessary, additional input from the staff member. In some cases, the District Administrator may refer the request and his/her recommendation to the Board for action.

If the request is for five or more consecutive or non-consecutive days in the same school year, the District Administrator shall refer the request and his/her recommendation to the Board for action.

All leaves granted are approved on a case-by-case basis and do not establish specific precedents.

The District Administrator shall inform the Business Manager if the request is granted so he/she can make the appropriate salary deduction. Unpaid leave days shall include appropriate deductions for health/dental insurance per day of leave as well as loss of wages. If the number of unpaid days exceeds 5, the employee will pay back insurance benefits unless the District Administrator or Board decides the request warrants the unpaid days.

Placement upon return from extended leave: the employee shall notify the District Administrator or his/her designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not provide such notice, he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract is reduced or increased due to nonrenewal or layoff, whichever is applicable.

Adopted: September 28, 2016

Revised: April 20, 2023