

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(REGULATION)

LEAVES OF ABSENCE
WITHOUT PAY FOR
POSITIONS THAT DO
NOT REQUIRE SBEC
CERTIFICATION

Upon exhausting all available paid leave, an employee whose position does not require certification by the State Board of Educator Certifications ("SBEC") may apply for a leave of absence or for an extension of a leave of absence without pay for the employee's own illness or that of the employee's immediate family. The leave of absence may be granted so that the total number of days the employee is on leave is no more than 90 calendar days from the effective date of the leave. If an employee has already been on leave, paid or unpaid for 90 days, they are not eligible to request this leave.

An employee is eligible for this leave only once each school year. The employee shall submit his or her request, if eligible, for a leave of absence without pay to Employee Benefits. The request shall include the required Healthcare Provider Certification from his or her treating physician indicating the need for the leave. This leave shall run concurrently with and be designated as FMLA leave, assault leave, and temporary disability leave, as applicable.

Upon the expiration of the 90 calendar days of leave if the employee returns to work, he or she is entitled to be returned to the same position held when the leave began, or if the position is no longer available, he or she may have employment preference over applicants for available positions for which the employee is qualified.

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SUBMITTED BY: ML
CABINET APPROVAL: 9/23/2015
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