

## **Licensed Staff Extended Leave of Absence**

A request for an extended leave of absence shall indicate that it is the intention of the employee to return to active service with the school district unless otherwise prohibited for health reasons. To qualify for a leave of absence staff members must be at least entering their fourth year of service with the district. A leave of absence shall not be granted to any employee for a duration exceeding one school year.

If the number of employees requesting leave of absence exceeds the number of such leaves available, as determined by the Board, the selection shall be based on the estimated value to the school system and the individual employee, the amount of seniority, and the length of time since the last leave of absence.

Before returning from leave, the employee shall notify the central office in writing by April 1 of his/her intent to return to work, to request additional leave or to terminate employment. Failing to meet this deadline may lead to termination of employment. Experience credit shall be awarded if the employee had 90 days of employment for the academic year.

Adopted: November 27, 1990  
Revised: September 28, 1993  
June 26, 2007  
November 27, 2012