



Administrative Procedure

Category:	Procedure:	
Human Resources	Long Term Leave of Absence	
Descriptor Code:	Issued Date:	Revised Date:
AP-G-463-4	July 1995	October 2008

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2 Employees in regular, temporary, or interim positions shall be granted leave without pay for military service,
3 legislative service, maternity, adoption, recuperation of health or visitation of a spouse, child or parent
4 deployed for military duty out of the country who has been granted rest and recuperation leave and
5 educational improvements or other sufficient reason without loss of accumulated leave credits, tenure status,
6 or other fringe benefits. Leave to visit a spouse, child or parent deployed for military duty out of the country,
7 who has been granted rest and recuperation leave, shall be granted for no longer than ten (10) days. All
8 leaves shall be requested in writing at least thirty (30) days in advance on forms provided by the Director of
9 Schools. The 30-day notice may be waived or reduced by the Director of Schools upon submission of a
10 certified statement by a physician.

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12 The application for leave forms shall require:
13 1. A description of the type of leave requested;
14 2. The requested dates for beginning and ending the leave; and
15 3. A statement of intent to return to the position from which leave is granted.
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17 Each request must be acted upon by the Director of Schools. Each applicant shall be notified in writing of
18 the Director of Schools' action. All leaves, except military leave, shall be from a specific date to a specific
19 date. However, any leave may be extended by the Director of Schools upon written request from the
20 employee. The maximum period for a leave of absence is two continuous years. At the conclusion of two
21 continuous years of leave, employee must immediately report back to work for a period of no less than one
22 term to be eligible for an additional two continuous years under the leave without pay category. If you do
23 not immediately return to work upon the expiration of two continuous years of leave, coverage is terminated
24 and COBRA eligibility will not apply. The procedure and condition for extending a leave are the same as
25 those used when originally requesting and granting the leave. However, military leave shall be granted for
26 whatever period may be required.
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28 Positions vacated for less than twelve (12) months by employees on leave shall be filled with an interim
29 employee while the employee is on leave. If the employee returns from leave within 12 months, the interim
30 employee shall relinquish the position. If the leave exceeds twelve (12) months, the employee shall be placed
31 in the same or a comparable position upon return.
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33 Any employee on leave shall notify the Director of Schools at least thirty (30) days prior to the date of return
34 if the employee does not intend to return to the position from which he is on leave. Failure to give such
35 notice shall be considered breach of contract.
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37 **PAY AND BENEFITS**

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39 All leave granted in conformance with this policy shall be without pay. If the individual qualifies for Family
40 and Medical Leave (FMLA), this leave will run concurrently with FMLA leave for up to a maximum of
41 twelve weeks. During the period of FMLA Knox County will pay the Board share of the insurance
42 premium(s). After FMLA is exhausted or if the individual is not eligible for FMLA, the employee is

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responsible for the total premiums in order to continue life, health-dental benefits; otherwise, benefits cease to exist. If the employee participates in a supplemental policy, the employee must make arrangements with the company to continue the benefit. FMLA leave is not available to individuals taking leave without pay for military service, legislative service or educational leave.