

**LEAVE OF ABSENCE**

Requests for leaves of absence not covered in the Master Agreement shall be made to the School Board via the Superintendent. Approval of such requests will be based upon the individual merits of the request.

A leave of absence without pay will be considered for the following purposes:

- A. Study towards an advanced degree.
- B. Teaching in a foreign country.
- C. Election or appointment to a governmental office.
- D. Accompanying spouse on a temporary assignment out of the area.
- E. Other purposes approved by the School Board.

**OTHER CONDITIONS:**

1. A minimum of five consecutive years of teaching in the District shall be required to qualify for a leave of absence without pay, with the exception of military or maternity leave.
2. Leave of absence requests for the purpose of exploring other employment will be given low priority if requested after June 1.
3. When a leave is approved, the District may require specific information from the employee during the duration of the leave substantiating the intent of the original request.
4. Teachers receiving a leave of absence must notify the Superintendent by February 1 of the following year, indicating whether they will be returning, opting to seek an additional year of leave, or terminating employment with the District.
5. A leave of absence will not be approved for an individual to teach as a tenured teacher in another district.
6. Leaves of absence without pay will be for one year and contingent upon finding a suitable replacement.

APPROVED BY POLICY COMMITTEE: 3/13/95  
ADOPTED: 4/4/95  
ADOPTED: 8/2/07  
ADOPTED: 5/5/11