

ADMINISTRATIVE PROCEDURE 6.22

LEAVES AND ABSENCES: STAFF

(1) APPROVAL OF ABSENCES/FORMAL LEAVE

An employee who is absent from work must comply with leave procedures set forth in Part VIII of the Employee Handbook, as revised, as well as with any pertinent departmental rules applicable to the employee. The Office of Human Resources (OHR) shall provide guidance to any employee with questions regarding leave-of-absence procedures.

(2) RETURN AFTER FORMAL LEAVE OF ABSENCE

An employee who wishes to return from or to curtail a formal leave of absence shall contact the OHR to obtain approval to return to work. If the employee was on a formal leave of absence because of the employee's medical condition, the employee shall submit medical documentation to OHR substantiating the employee's fitness for duty.

(3) LOSS OF ASSIGNMENT

(a) Teachers and Psychologists shall be considered out of assignment under any one of the following situations:

1. after having been absent more than 20 workdays during a school semester or 30 workdays in a school year;
2. after having been absent the first day of the school year without advanced notice to the supervisor and Central Services giving a satisfactory reason for the absence — documentation substantiating the reason for the absence may be required from the employee;
3. after having been approved for a leave of absence with a definite duration of 30 workdays or more.

(b) General educational assistants and paraprofessionals shall be out of assignment after being absent for more than one month.

(c) These provisions shall not apply to FMLA-protected or USERRA-protected absences. OHR, in its discretion, may override these provisions for operational reasons.

(4) TENURE

Any semester in which a probationary teaching employee is absent for 36 school days or more may not be counted in the total of six semesters of teaching service required for tenure.

(5) DURATION OF LEAVES

(a) No leave of absence shall continue in force beyond one year. The total time allowed for leaves of absence for any purpose shall not exceed three years in the aggregate within any seven-year period, except as required by law.

(b) Any leaves of absence totaling 36 work days or more of a semester or half work-year shall be considered as a half-year for the purpose of determining leave durations. For seasonal

laborers, any absences totaling 36 work days during the season will be counted as a year for purposes of determining leave durations.

(c) Nothing in these procedures shall be applicable to the Board’s resolution on war-service leaves.

(6) VIOLATION OF POLICIES

Willful violation of any of the provisions relating to leaves of absence by an employee, or the willful making of a false report regarding any type of leave, shall subject the employee committing such violation, or making such false reports, to disciplinary action by the Superintendent or the Director of Board Governance, or the management of the Office of Accountability and Efficiency, as appropriate, and shall constitute a cause for discharge, suspension without pay, or demotion, subject to the Board rules governing such action.

History: Revised 9-18-14; 10-26-17
Cross Ref.: Admin. Policy 6.22 Leaves and Absences: Certificated Staff

