Leaves of Absence

This policy is only applicable for staff members that are included in the negotiated agreement.

1. Written applications for an educational leave of absence, without pay, at an institution of higher learning must be submitted to the Superintendent by May 15. Approval of an educational leave of absence shall be based on the effect of the leave on the best interests of students and the continuity of the instructional program, with particular attention given to establishing appropriate beginning and ending dates.

2. Applications for a leave of absence, other than educational leave shall absence, shall be considered individually upon their merit. A leave of absence in this category may not exceed one contract year.

3. A teacher elected to the presidency of the North Dakota United shall be granted a leave of absence without pay for the duration of the term of office. If re-elected to another term, the teacher must apply for another leave of absence. The leave of absence will be coordinated with the school term.

4. An employee who becomes ill may request a medical leave of absence without pay. The leave of absence may be granted at the discretion of the Superintendent for a part of one school year, or part of two years, not exceeding the maximum of one calendar year. If the employee plans to return to service at the beginning of the school year, the Superintendent must be notified in writing on or before April 1. If circumstances warrant the employee's return to service during the current school year, the employee will be permitted to return upon Board approval, provided a position that is the same or similar to the original position is available at the time of the employee's return.

5. Sick leave and emergency leave will not accumulate during the leave of absence.

6. Employees on a leave of absence shall notify the Superintendent on or before March 15 of their intent to return or not to return to the District.

7. Military leaves of absence will be granted in accordance with current and applicable state and federal laws and regulations.

8. Employees on approved leaves of absence for less than a full contract year may pay for their health, dental, and life. The cost will be the full monthly premiums, including both the employee and District share, of the continued coverage. Only approved absences in excess of 20 days will fall under this provision. The District will maintain the coverage for any single absence up to and including 20 days. An approved leave of absence exceeding a full contract year will be reviewed individually to determine eligibility for district insurance.

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