

## **LEAVE OF ABSENCE REGULATIONS**

### **Criteria for Granting**

1. Eligible teachers must apply to the Superintendent by no later than March 1 of the preceding school year of the requested leave. The superintendent may waive the date of March 1 if extenuating circumstances, in the sole discretion of the superintendent, impact a teacher's ability to successfully fulfill the functions of the position, include a reasonable time horizon for return in accordance with board policy, and a qualified substitute can be found. All such leaves shall be subject to approval of the Board.
2. A teacher must have a minimum of 4 years of experience within the District.
3. In order for the Board to approve a leave, a suitable replacement must be available to ensure the curricular program of the school.
4. The number of teachers on long-term leaves of absence (including all leaves, not just educational leave) shall not be in excess of 2% of the teaching staff employed by the District.

### **Conditions of Approved Leaves**

1. A leave of absence shall be for not less than and not more than one school year.
2. A person granted a long-term leave of absence shall not be entitled to receive any salary or fringe benefits during the entire term of the leave of absence.
3. While on leave, a teacher may continue with Cobra eligible insurances provided:
  - a. all costs, premiums, deductibles, etc., are borne by the teacher.
4. Provided that written notice of intent to return is received by the Superintendent, no later than March 1 of the school year in which said leave is being utilized, a teacher on leave will be assured of a position in the school system at the conclusion of the leave, but reassignment to the same school or teaching area is not guaranteed. Failure to submit the written notice of intent to return by this specified date shall be deemed to be a voluntary resignation and waiver of the right to re-employment. The District shall notify the employee on long-term professional leave of this notification deadline and procedure.
5. A teacher on leave of absence is subject to reduction in force, the same as if the teacher had not been on leave.
6. A teacher who returns from career exploration leave within the provisions of this section shall retain all previous experience credit for pay purposes as of the commencement of the leave. The teacher shall not accrue additional experience credit for pay purposes or leave time during the period of absence for career exploration leave.

7. Upon returning to the District, the teacher shall have restored benefits to which s/he was entitled at the time the leave commenced, including unused accumulated sick leave and accumulated personal leave.

**End of Jamestown Public School District DDDB-AR .....Approved 1/18/2021 Amended 9/3/24**