

## **PERSONNEL**

### **Leave of Absence for Employee and Professional Organization Officers**

#### **A. Definitions**

1. “Employee association” or “professional organization” means an organization that represents the professional or employment interests of School Division employees at the local, state, or national level.
2. “Local employee association officer” means an employee elected or appointed to serve as an officer of an employee association organized to represent employees of the School Division.
3. “State employee association officer” means an employee elected or appointed to serve as an officer of an employee association organized to represent employees at the state level.
4. “Officer” includes the president and any other elected or appointed executive officer of the association.

#### **B. Eligibility**

The School Division will approve unpaid leave for officers of a state employee association and for at least two officers of a local employee association. Leave may not exceed four years per officer, subject to the career maximum set forth in Policy 4-48.

### **C. Application and Verification**

An employee shall apply in writing to the Superintendent or designee before the leave period and shall attach documentation, on the organization's letterhead, that verifies the office held and the term of service. The Department of Human Resources will confirm eligibility and the available leave allotment before approval.

### **D. Salary, Benefits, and Retirement**

Salary and benefits during the leave are administered as set forth in Policy 4-48. An employee approved for leave may purchase Virginia Retirement System service credit for the leave period, subject to VRS regulations, and the employee or the organization may pay the cost. The Department of Human Resources and the Consolidated Benefits Office will coordinate benefit premiums and any service-credit purchase with VRS and payroll.

### **E. Return to Work**

The employee shall notify the Department of Human Resources of the intent to return before the leave concludes and will be assigned to the first available position for which the employee is qualified. An employee who does not return is separated from employment, and any remaining leave balances are processed in accordance with applicable policies and regulations.

### **Legal Reference**

Code of Virginia § 22.1-296, as amended. Payment of employees; certain leave policies.

Code of Virginia § 51.1-142.2, as amended. Prior service or membership credit for certain members; service credit for accumulated sick leave.

Code of Virginia § 51.1-142.3; 2026, as amended. Purchase of additional prior service credit by certain school division superintendents.

## **Related Links**

[School Board Policy 4-48](#)

[Approved by Superintendent: August 8, 2026](#)

Approved by:

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Signature page can be obtained by contacting the FOIA office.