

PERSONNEL

Leave of Absence for Employee and Professional Organization ~~Officers~~ **Presidents**

A. **Eligibility and Duration**

1. **State employee association executive officer or local employee association officer**

Upon written application to the ~~School Board~~ **Superintendent**, an employee ~~may~~ shall be granted an unpaid **educational** leave of absence to serve as ~~a state the president of an employee association or professional organization~~ executive officer or a local association officer for a maximum of four years per officer. ~~Leave(s) of absence granted pursuant to this Policy shall be limited to a maximum of eight years during an employee's career with the School Division.~~

2. **Professional association president (or executive officer)**

The School Board may grant an employee an unpaid educational leave of absence to serve as the president (executive officer) of a professional organization. An employee will be limited to a maximum of four years (48 months) of unpaid leaves of absence to serve as a professional association president (executive officer) during the employee's career with the School Division. All terms of professional association president (executive officer) service with any professional organization will be counted toward the four years (48 months) maximum. If the professional organization requires that the employee remain in a paid and/or active position with the School Division while serving

as its president (executive officer) the School Board may make exceptions to this Policy that are consistent with applicable law and regulation.

B-3. Salary and Benefits during unpaid leave

- a. The **employee association or** professional organization will be responsible for paying the employee directly while the employee is on an unpaid **educational** leave of absence from VBCPS. Upon request, the School Division will report pertinent salary information to the appropriate **employee association or** professional organization.
- b. The employee may not use sick or personal **reasons** leave already earned, nor will the employee accrue sick, personal reasons, or annual leave during the period of the employee's absence.
- c. The employee may be eligible to continue certain benefits in effect for the duration of the leave, pursuant to regulations governing the benefits. Eligible coverage will continue unless the employee elects to cancel coverage while in an unpaid leave status. The employee, **employee association or** professional organization will be responsible for making entire premium payments (both employee and employer portions) for health coverage and continuation of other eligible benefits. This should be done by direct payment to the Consolidated Benefits Office (CBO) in advance of each month. If cancellation of coverage is not elected within 30 calendar days of the start of unpaid **educational** leave **of absence** and subsequent premiums are not submitted, coverage will terminate at the end of the month for which the last premium was paid.

- d. The employee may only retain life insurance benefits for a maximum of twenty-four (24) months.
- e. ~~Pursuant to Virginia Retirement System (VRS) regulations, e~~Employees on an unpaid educational leave of absence under this Policy will not accrue creditable service~~able~~ retirement time during their leaves of absence. If the employee returns to a Virginia Retirement System (VRS) covered position, the employee will be subject to VRS regulations regarding the purchasing of prior service credit due to the employee's leave of absence. The purchase may be paid to VRS by the employee, the employee association, or the professional organization on behalf of the employee.

B. Return to Work and/or Separation

- a. Prior to the conclusion of the unpaid educational leave of absence and as soon as possible, the employee shall notify the Department of Human Resources of the employee's intent to return to ~~work. k as soon as possible.~~
- b. If the employee chooses to return to work, the employee will be assigned to the first available position for which the employee is qualified.
- c. An employee who chooses not to return to work at the conclusion of the leave shall be separated from employment. In such cases, any remaining leave balances will be processed in accordance with applicable policies and regulations.

Legal Reference

Code of Virginia, § 22.1-296, as amended. Payment of employees; reimbursement for private transportation certain sick leave policies; unpaid education leave for certain employee association officers.

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

Adopted by School Board: June 16, 1998

Amended by School Board: April 19, 2005

Amended by School Board: October 4, 2016

Amended by School Board: June 25, 2019

Amended by School Board: April 16, 2024

Amended by School Board: 2026

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