

Absences, Leave and Vacation

Leave of Absence

Upon the recommendation of the Superintendent/designee and the approval of the Board, an employee of the district may be granted a leave of absence for non-family and Medical Leave Act (FMLA), childcare, education and other good causes. Such leave is renewable upon written request for one additional year only. Application for leave is to be made in writing to the Superintendent/designee via principal/supervisor and must include the period for which the leave is requested and the reasons for the request. The period should be set to least disrupt the education of students. Requests for leave for an entire school year should normally be made before March 1 of the preceding year.

If leave is approved by the Board, the employee is not paid for the period of the leave. Insurance benefits may be continued, if permitted by the applicable insurance carrier, by the employee by making all payments to the District through the Superintendent's office, one month in advance.

Whenever a leave of absence has been granted by the Board to the end of the school year, the employee must notify the Superintendent in writing by the first day of March of an intention to resume his/her position at the beginning of the next school year. Failure to notify the Superintendent/designee of such intention will be regarded as a resignation.

Upon completion of an approved leave, provided proper notification is given, a teacher will be reemployed by the district unless placed on involuntary leave of absence if tenured; or, if notified of nonrenewal of contract by April 15 if a probationary teacher.

If desired, and whenever possible, the employee will be placed on the same or equivalent position to the one held prior to the approved leave.

NOTE: Leave of absence without pay under the provisions of this policy does not apply as service towards tenure or probationary teachers.

Adopted: August 17, 2000