

Personnel**Professional Staff****Extended Leave of Absence**

Extended leaves of absences for professional staff members shall be in accordance with provisions of the current certified staff handbook.

Extended unpaid leaves of absences up to one (1) year in length may be granted to employees that have five (5) or more years of employment in the district. All requests for unpaid leave of absences must be submitted in writing to the District at least one semester prior to the anticipated beginning of the leave. The request will be approved or denied at the discretion of the Superintendent, the Board Human Resources Committee, and the Board of Education.

District experience and other benefits will not accumulate during an unpaid leave of absence. The employee may continue on the District's health insurance plan during the leave of absences by remitting the premiums to the District. During the unpaid leave of absence the employee's accumulated paid time off will be retained but additional days will not be granted.

The employee shall notify Human Resources in writing by February 1st preceding an August return and sixty (60) days prior to the end of the first semester if reinstatement is to begin with second semester. If the employee does not provide the District with a notice of reinstatement it is assumed that the employee on the unpaid leave of absence has resigned from their position in the District.

Upon return from the leave of absence, the employment position provided to the employee will be at the discretion of the school administration. The employee will return to the District at a position equivalent to the percentage contract the employee had prior to the leave. The employee will earn no less in salary than the salary prior to the leave of absence.

Policy Approved: August 19, 1987

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