

3.15.2 -- LEAVE OF ABSENCE

Ordinarily, a leave of absence may be granted for not less than one semester nor more than two semesters at any one time.

A minimum of three years of approved service must be completed before a teacher is eligible for a leave.

Applications for leave of absence must be filed with the principal and Superintendent in writing. It must state clearly all details under which leave is connected.

When leave of absence has been granted, employees must notify the Superintendent by April 1, of their intention to resume work at the beginning of the next school term. Failure to notify the Superintendent of intention to resume work as indicated, or failure to report for duty at the expiration of a leave of absence, or extension granted, or failure to ask for additional leave of absence, in case of protracted absence shall be considered a resignation.

If teachers have extended absences due to sickness or an accident, they may request a leave for the remainder of the school year.