

8.6.1 -- CLASSIFIED PERSONNEL LEAVE OF ABSENCE

Employees may be granted a leave of absence for one or two semesters without pay. A minimum of three years continuous satisfactory service must have been completed in the district and the employee recommended for employment for the following year. This service must have been under contract as a full-time employee.

Applications must be in writing on the appropriate form and state clearly all the details under which the leave is to be granted. When the leave is for medical/health reasons, a doctor's statement is required for documentation and must accompany the application. Applications for leave must be submitted to the principal/supervisor. S/he will forward the application to the Superintendent's Office, Department of Human Resources, to be forwarded to the Board for action.

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.

Adopted by Board: April 4, 2006