

PROFESSIONAL STAFF EXTENDED PERSONAL LEAVE WITHOUT PAY

Employees who wish to apply for an extended leave without pay shall submit a written request to the board. The board at its discretion may grant leave without pay up to 12 months to any professional employee of the district.

Leaves of absence shall be without pay or other benefits provided by the district, except for voluntary membership, at the full expense of the employee, in group health insurance.

Employees will notify the board in a reasonable length of time before the end of the leave whether or not they will return on schedule to active employment. An employee who fails to return to work at the end of the leave, and fails to notify the board as provided above, shall be terminated.

Upon return, the employee shall be restored to the same basic position and salary held before the leave began, or to a comparable position. All benefits, such as seniority, accumulated sick leave, or other leave entitlement, shall be restored.

Current practice codified 1975

Adopted: date of manual adoption

Revised: March 19, 2014