

### **Leave of Absence Without Pay**

The District may grant a leave of absence, without pay, for specific periods of time up to one (1) school year upon application by an employee, the approval of the supervisor, the recommendation of the superintendent, and the approval of the Board of Directors.

To be eligible for one full school year leave of absence, without pay, an employee must have completed two (2) years of satisfactory service in the district.

#### **Application**

Written applications are required stating how the leave is to be used, the anticipated benefits to the district, and the terms and conditions of employment for return from leave which must be agreed upon prior to the leave being taken.

#### **Purpose**

A leave of absence, without pay, may be granted up to 12 months for:

- Continued Childcare (beyond Maternity and/or FMLA leave)
- Medical or Disability (beyond FMLA and/or sick leave accrued)
- Continued Education as demonstrated by transcript or educational plan
- Special cases as recommended by the Superintendent

Leave may be revoked if the employee is no longer engaged in the activity for which the leave was approved.

#### **Benefits**

Leave of absence shall be without pay or fringe benefits. During the leave, the employee may continue to participate in District-approved insurance programs by reimbursing the District directly for all premiums. The employee will retain his/her position on the salary schedule in educational increments and teaching experience. The employee's accumulated sick leave, retirement and other benefits will be frozen as of the beginning of such leave.

#### **Returning to Work**

At the end of the leave of absence, every reasonable effort will be made to return the employee to his/her former position if he/she has so indicated. The employee granted a leave of absence shall inform the Board in writing by March 1 as to his/her intentions to assume a position in the district for the ensuing school year. If said written notification is not provided by March 1, the individual's employment rights with the district may be terminated.

The procedure for filing for an extension would be the same as applying for the initial Leave of Absence Without Pay. No combination of leaves and extensions shall exceed two consecutive years.

An employee is not entitled to unemployment compensation during the unpaid leave.