

Leave of Absence

This policy is specific to leave of absence requested by the employee for purposes other than those designated in other specific policies. Leave of absence shall not be for the purpose of accepting employment outside the District.

The employee should plan the leave of absence as far in advance as possible. Requests for school-year leave of absence must be made to the employee's immediate supervisor no later than April 1 of the year prior to the "leave year". Leave of absence requests may be considered after April 1, where extenuating circumstances exist.

An employee on approved leave of absence will not lose, nor gain, experience for placement on the salary schedule upon the employee's return.

Certified Staff

See Negotiated Agreement for details on Leave of Absence for certified staff.

An employee on leave of absence must confirm his/her intent to return to the District for the next year. He/She shall notify the District in writing no later than April 1 of the year said leave of absence applies.

The Superintendent or designee shall respond to all requests for leave of absence. Approvals for leave of absence shall be ratified or nullified by the Board at the next regularly scheduled meeting.

Classified Staff

Subject to approval by the employee's immediate supervisor and the Superintendent, classified employees may be granted an extended leave of absence without pay from the District.

During an approved leave of absence without pay, other than Family Medical Leave, the employee must pay the full cost of any medical, dental, vision, voluntary life and other voluntary premiums in which the employee or dependents wish to remain enrolled.

Previous Policy: 404.4, 404.4 AP, 404.10 & 604.8

Cross Reference: Negotiated Agreement

Legal Reference: I.C. §33-513(6) Professional Personnel

Policy History:

Adopted on: June 13, 2017

Revised on: