

Staff Extended Leaves of Absence

After three years of employment in the district, employees may apply for an extended leave of absence without pay upon recommendation of the principal or supervisor and the superintendent. The Board will give final approval. In such cases, fringe benefits may be continued by the employee at his/her own expense. Requests for such leave may be for travel, study, illness, and pregnancy. No more than (2) persons will be granted leave of absence in any one school year according to receiving the request.

Application for such leave of absence must be made in writing, stating the reasons for the request, before March 1. Leaves of absence shall be granted for the duration of one year except when unusual circumstances are presented. An unusual circumstance might include an extended illness or the need for further

study. If a teacher requests an extended leave of absence they shall not participate directly, or indirectly, in any capacity of teaching with other valley school districts unless authorized by the discretion of the Board.

A teacher on leave of absence who wishes to return to teaching will receive the first vacancy for which he/she is eligible and is qualified, provided that a written application for return to service has been made to the Superintendent's office by March 1st, prior to the March Board meeting of the year in which they wish to return.

Upon returning to duty, employees shall receive the same salary or be placed on the same salary schedule step as they would have been on prior to the extended leave of absence. Employees shall not receive any additional salary increase or salary step increments during the extended leave of absence.

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