

PROFESSIONAL STAFF LONG-TERM LEAVES & ABSENCES

The Board may grant teachers on continuing contract an unpaid leave of absence for personal reasons for a period of up to one year.

Requests for such leave will be made as far in advance as possible, and under no condition, less than 30 days prior to the start of the leave.

Except in emergency situations leaves will begin and end only at semester or school year breaks.

During the leave, the teacher will neither lose place nor advance on the salary schedule; will retain accumulated sick leave, but may not use sick leave; will waive any claim to unemployment compensation for the period; may continue in the district's health insurance group plan upon payment of the full monthly premiums.

If the leave is for a full school year, the teacher will notify the superintendent in writing by March 1st of his/her intent to return at the start of the following year. If the leave is for less than one year, the teacher will notify the superintendent of his/her intentions at least 60 days prior to the conclusion of the leave.

Failure to meet any of the provisions of this policy will be treated as a resignation from the district.

The superintendent may establish regulations to implement this policy.

Adopted: October 4, 1994