

LEAVES

Long-Term Leaves

With Governing Board approval, certificated employees may receive a voluntary personal leave of absence without pay and without increment, seniority or tenure credit, for a period of up to one school year, for any of the following purposes:

1. Professional study, training or research (a maximum of one year per three years of service)
2. Sabbatical
3. Restoration of health
4. Care for a member of the immediate family who is ill
5. Maternity/child care (maximum of three years, must apply annually)
6. Parental
7. Campaign for or service in an elected public office
8. Peace Corps or like service
9. Other reasons the Board deems necessary

Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested.

All long-term leave agreements shall be reduced to writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return to employment.

All long-term leaves for certificated employees shall begin at the end of the semester, except in cases of emergency.

Certificated employees on leave for an entire school year shall notify the district by March 15 of their intent to return to work the following school term. Classified employees on leave for a year shall notify the district of their intent to return 30-days before the expiration date of the leave. If such notification is not made to the district by March 15, this shall be deemed grounds for termination of employment.

LEAVES (continued)

At the end of a long-term leave the employee shall be reinstated in a position classified at the same level as that held at the time leave was granted, unless otherwise agreed upon.

If permitted under the terms of the district's contract with the insurance company, employees on leave may remain active participants in the health insurance program by paying the full premiums required in advance through COBRA.

Classified employees shall not accept gainful employment while on long-term leave without prior written approval of the Superintendent.

A classified employee may request the Board, in writing, to return to work prior to the expiration date of the leave. The Board may approve or reject the request.