

STAFF LEAVES OF ABSENCE WITHOUT PAY

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An employee may request a leave of absence without pay by submitting a written request specifying the reason for said leave. A leave of absence without pay may be granted for a period of up to one calendar month by the chief personnel officer. Leaves for more than one month must be approved by the Board.

Upon return from a leave without pay of less than one month, the employee shall be returned to the same assignment held prior to the leave. Upon return from such a leave of one month or more, the employee shall be returned to an assignment for which he or she is qualified.

Generally, leaves are not granted for longer than a one-year period.

Leaves are not granted to permit an employee to be employed elsewhere, except that teachers may be granted a leave of absence to teach in the Peace Corps, overseas Department of Defense schools, as part of a teacher exchange program or to acquire the work experience necessary to obtain a vocational credential. Upon written request, these leaves may be extended for a second year subject to the approval of the Board of Education.

Extended absences from the job to pursue personal interests (such as foreign travel, other employment, etc.), even when the leave would be without pay, are not acceptable. Therefore, except when justifiable circumstances exist, employees shall not be granted unpaid leave from their job except where such leave is either required by law or available under existing district policy (e.g., health leave, vacation, etc.) A determination of "justifiable circumstances" shall be made at the discretion of the chief personnel officer or designee. This policy shall not alter the rights of licensed employees under Article 32 of the Master Agreement. An employee who is absent without authorization will be considered insubordinate and subject to discipline.

Normally, an employee on one type of leave of absence may not apply for another type of leave of absence without first returning to active work status.

Maintenance of Benefits

While an employee is on an unpaid leave of absence approved by the Board of Education, the District shall not pay the premiums on the employee's District-sponsored health, dental and/or life insurance. If an employee wishes to continue such insurance coverage, this may be done at the

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employee's expense by making the necessary arrangements with the Benefits and Employee Relations Office.