**Subject:** Long-Term Leaves of Absence for Professional Personnel

**Effective Date:** 03/27/25

**Approved By:** Board of Directors

**Policy:** 5303

All personnel holding a position that requires a teacher's license shall be granted leave for military service, legislative service, maternity, adoption or recuperation of health without loss of accumulated leave credits, tenure status or other fringe benefits. All leaves (military, legislative, maternity, adoption and recuperation of health) shall be requested in writing at least thirty (30) days in advance on forms provided by the Executive Director. The thirty (30) day notice may be waived or reduced by the Executive Director upon submission of a certified statement by a physician. The application for leave forms shall require:

1. A brief description of the type of leave requested;
2. The requested dates for beginning and ending leave; and
3. A statement of intent to return to the position from which leave is granted along with a physician’s statement releasing the employee to return to work;
4. A physician’s statement supporting the initial request for leave and any extension requested.

Each applicant shall be notified in writing of the action of the Executive Director and the beginning and ending dates of the leave which is granted. All leaves, except military leave, shall be from a specific date to a specific date. However, any medical leave may be extended by the Executive Director upon written request from the employee. Military leave shall be granted for whatever period may be required. The procedure and condition for extending leave are the same as those used when the original request was granted.

Certified positions vacated by teachers on unpaid leave shall be filled with a substitute or interim teacher while the teacher is on leave. If the leave does not exceed twelve (12) months the teacher shall be returned to the same position. If the leave exceeds twelve (12) months, the teacher shall be placed in the same or comparable position upon return.

Any teacher on leave shall notify the Executive Director at least thirty (30) days prior to the date of the return if the teacher does not intend to return to the same position from which he or she is on leave. Failure to give such notice shall be considered breach of contract.

Various types of leaves are unique and can be complicated. To determine which version of leave is applicable, whether policy driven leave or leaves according to state or federal law you must contact the Executive Director as soon as possible, but by no means less than the time periods noted within this policy, policy 5300, 5301 or 5302.

**PAY AND BENEFITS**

All leave granted in conformance with this policy shall be without pay except as may be covered by sick leave in the case of maternity and recuperative leaves. Employees shall have the opportunity to continue participation, at their own expense, in group insurance plans subject to restrictions of the insuring carrier. Arrangements for direct payment shall be made by the employee directly with the administrator.