

## CERTIFICATED EMPLOYEE UNPAID LEAVE

Leaves of absence may be granted for one year at a time without pay and may be subject to renewal in cases of military duty, personal illness, or maternity.

1. An application for leave of absence for personal illness must be complete with a certificate from the physician recommending such leave.
2. An employee on leave of absence shall not receive credit toward advancement on the salary schedule during the period of his or her leave nor shall such time count as years of service for the purpose of acquiring tenure or credit towards retirement.
3. If an employee on leave of absence remains away from duty beyond the expiration date of the leave or renewal of leave, the position shall be vacated by such failure to return.
4. Members of the teaching staff when granted leaves of absence shall not be guaranteed immediate employment upon their return unless they return to duty on the first day of the school year or the first day of the second semester of the school year and notification of such return must be given to the Superintendent in writing at least thirty (30) days preceding the end of the semester prior to their return.
5. Leaves of absence for study (not sabbatical leave) may be granted only to an employee who has begun service as a permanent teacher and who has served more than five consecutive years in this school system at the time of the application for leave.
6. A one year leave of absence under the provisions of this policy may be granted upon the recommendation of the Superintendent for personal reasons which may include travel, extended recuperation, maternity or paternity, and other conditions.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the unpaid leave of such employees shall be followed.

Adopted- 7/16

Reviewed-

Revised-