

**PROFESSIONAL STAFF LEAVES AND ABSENCES  
LONG-TERM LEAVES**

**REGULAR LONG-TERM LEAVE OF ABSENCE**

The Board of Education shall receive formal application for a limited number of extended leaves of absence from certificated staff members for just and good cause as approved by the Board. Formal application shall be filed with the Board for a leave of more than a week. Leaves of absences granted by the Board shall be upon such terms and conditions as approved by the Board in each individual case. No staff member who is granted a leave of absence shall be entitled to job reinstatement, normal salary increments or other benefits unless such rights are expressly approved by the Board in writing at the time the leave of absence is granted.

All staff members desiring to return to employment shall make application for existing openings and go through the interview process along with other applicants for the existing vacancies. If a continuing contract teacher receives a leave of absence, this teacher may request and will be granted an interview before the end of the leave of absence for any teaching position in their area of certification following the interview procedures in the Employment Handbook.

**POLITICAL ACTIVITY LEAVE**

Extended absence for the purpose of participating in political campaigns shall be granted without pay.

Extended absence for purposes of serving as an elected official shall be granted with pay provided that the employees may not receive two paychecks. The employee shall elect whether to receive his school pay check or his pay as an elected official; in the event he elects to receive his district pay check, he shall collect his pay as an elected official and endorse such pay check over to the school for use in paying his substitute.

**ACADEMIC YEAR LEAVE**

1. This leave is intended to provide qualified faculty members, that is all full-time instructional and administrative staff, with a means of carrying out an approved professional improvement program which ultimately will benefit the schools, the students, and the individual member.
2. Any full-time employee who has satisfactorily completed a sequence of six years of service in School District #1 will be eligible to apply for academic year leave, retroactive to the initial date of employment.
3. The applicant must agree to serve in the district for at least one academic year following completion of leave. If he fails to do so, he will be required to refund to the district the money he was paid during his leave.
4. Application must be filed no later than January 15 of the school year preceding that for which leave is desired and not more than one year prior to the academic year for which leave is requested. The applicant shall inform his immediate supervisor in writing of his application filing on or before the January 15 deadline. An academic year leave review and evaluation committee shall be established by the superintendent with Board approval. The committee will review all

applications, recommend approval or disapproval of each application, arrange its recommendations in order of priority, and submit its recommendations to the superintendent. The superintendent will review the committee's recommendations and will recommend action to the Board whose decision will be taken back to the committee. Final verification will be given by March 15. This committee is the same as the Credit Evaluation Committee.

5. The applicant must submit with his application a detailed plan of his program. This plan will include such things as the institution that will be attended and a program of courses to be taken. Academic leave could be used for programs other than work toward an academic degree. These might include study, research, or other reasons deemed worthy by the academic year leave committee. Major changes must be reported to the committee prior to the superintendent's recommendation to the board.
6. Faculty members on academic leave may accept scholarships and fellowships or other employment provided that these contribute to the plan for seeking academic year leave.
7. Within sixty (60) days after return to duty, a written report covering the period of leave will be submitted through the academic year leave committee to the superintendent. A transcript or other evidence of completion of the planned program will accompany the report. Should discrepancies occur, the remuneration from the institution may be adjusted.
8. Academic year leave will be granted for one full academic year at one-half (1/ 2) salary, based on the next year's salary schedule. Upon returning to the district, the employee will be placed on the same salary step, with credit given on the schedule for additional hours earned, if applicable.
9. Due to the increase of teachers in our district, the number of staff members on academic year leave during any one year shall be determined by the committee, not to exceed one percent each year.
10. Benefits will continue during the time of leave as follows:
  - a. Sick leave accumulation
  - b. Retirement based on one-half salary
  - c. Insurance
  - d. Social Security
  - e. All other benefits not covered herein for which the faculty member is entitled.
11. Upon return to service, a staff member will be reinstated in the position held at the time leave was granted or in comparable position, unless he agrees otherwise.

Portions adopted: 10/22/73 10/14/75

Revised:        08/09/79        05/27/80        03/30/81        09/12/88 11/16/00  
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