

SANBORN REGIONAL SCHOOL DISTRICT

SRSD FILE: GCC

STAFF LEAVES OF ABSENCE

Statement of Purpose

This policy defines the terms and reasons for staff leaves of absence. The school board will allow and grant staff leaves of absence for extenuating circumstances that will not interrupt the flow of educational services.

Statement of Policy

LEAVE OF ABSENCE

Any continuing full-time or part-time employee of the district may request a leave of absence without pay, not to exceed the length of the employee's normal work year. Such leave may be granted at the discretion of the school board, provided the leave of absence does not have an adverse impact to the school district. No more than one year's leave every five years may be granted to an employee.

Primary consideration of the school board will be that the leave of absence will not substantially interfere with the administration of the school or with the education of the pupils. The school board recognizes that the continuous presence of professional staff promotes excellence in the instructional program by ensuring the uninterrupted continuity of education. The school board has to consider the impact to students, other staff, the school, and cost when granting leaves of absence. The dates for the commencement and termination of leave shall in all cases be subject to and based upon a finding and determination of the school board.

When a year's leave of absence is requested, the request must be submitted to the superintendent of schools at least 30 days prior to the opening day of school. In the case of a short-term leave, the request must be submitted to the Superintendent of Schools at least 30 days prior to the date of the requested leave. The request must give a detailed explanation of why the request is being made. In addition, the staff member must explain what he/she will be doing during the leave period.

At least 30 days prior to the expiration of the leave, the employee shall notify the Superintendent of Schools of his/her desire to return to active employment. In the case of an employee covered under the master agreement on leave for a full school year, he/she must notify the Superintendent of Schools by March 1 of his/her intent to return to active service the following September. If the employee fails to notify the Superintendent of Schools in the prescribed manner, the Superintendent of Schools shall notify the employee of his/her termination.

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Time spent on leave does not qualify as experience toward advancement on the salary schedule unless an employee covered under the master agreement has worked at least 100 days during the contract year. The employee is not eligible to use a portion of his/her accumulated sick leave during the leave or to receive any other district benefits.

In general, a leave of absence will not be granted for vacation/recreational purposes, working another job, or exploring a new career.

Related policy: GCCAD/GCCBC

Effective: June 30, 1982 (Leave of Absence component)
Effective: December 7, 1977 (Military Leave component)
Revised: December 19, 1984
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Revised: March 8, 2001
Revised: January 18, 2012