

**EXTENDED LEAVE OF ABSENCE**

An extended leave is limited in its effect to the following:

- 1) It is a recognition of intent on the part of the District to offer employment to the employee at the close of the leave period or as soon thereafter as the needs of the District permit;
- 2) It is a recognition of the right of the employee on leave to resume the employee's position on an established salary schedule with full credit for prior experience;
- 3) It protects the employee's accumulated sick leave;
- 4) Where agreements with bargaining units provide for seniority rights, it continues the employee in the status to which the employee was entitled at the time of the leave;
- 5) When consistent with applicable insurance contracts, it protects the employee's right to continue membership in and receive benefits from group insurance plans.

**REASONS FOR WHICH LEAVE OF ABSENCE MAY BE GRANTED**

An extended leave of absence may be approved by the Board for a classified employee, on recommendation of the Superintendent, for the following reasons only:

- 1) For reasons of health on the part of the employee;
- 2) Reasons of health on the part of a member of the employee's family, requiring the employee to be in the home; or
- 3) Child care.
- 4) For reasons agreed to in the employee's collective bargaining agreement.



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| <i>POLICY ADOPTED</i> | <i>September 23, 1968</i> |
| <i>REVISED</i>        | <i>March 10, 1975</i>     |
| <i>RE-ADOPTED</i>     | <i>January 13, 1986</i>   |
| <i>REVISED</i>        | <i>February 12, 1996</i>  |
| <i>RENUMBERED</i>     | <i>May 12, 2003</i>       |
| <i>REVISED</i>        | <i>March 22, 2004</i>     |