
PROFESSIONAL, EXTENDED AND ELECTIVE PUBLIC OFFICE LEAVES OF ABSENCE

PROFESSIONAL LEAVES OF ABSENCE

- 1) A one (1) year professional leave of absence may be granted by the District Board of Directors upon the recommendation of the Superintendent, with the following provisions:
- 2) An employee must have completed three (3) years of satisfactory service in the District to be eligible.
- 3) A one (1) year professional leave of absence may be granted for:
 - a) Study or professional preparation work/study programs related to the employee teaching assignment(s).
 - b) Travel.
 - c) A foreign educational assignment in the service of the U.S. Government.
- 4) The District is obligated to re-employ an employee on professional leave on written request received by the District no later than March 15 prior to the school year he or she intends to return. The employee shall maintain his or her place on the salary schedule. The assignment of the returning employee will be at the convenience of the District.
- 5) An employee will be granted a second year of professional leave of absence only when it is deemed by the Board that the granting of a request for such leave would be in the best interest of the District.
- 6) Professional leaves shall be limited to a number equivalent to one (1) percent of the certificated staff, except that requests equivalent to an additional one (1) percent may be granted if it is determined by the Board that such additional requests meet special needs of the District.

EXTENDED LEAVES 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 AN EXTENDED 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.

LEAVE TO HOLD ELECTIVE PUBLIC OFFICE

An employee shall have the right to seek and hold elective public office as authorized by the Constitution and statutes of the United States and Washington State.

If the public office so held by an employee requires rendering of service during the school year, leave of absence as necessary, but not to exceed one (1) year, shall be granted by the Board. Said leave of absence shall be renewable annually.

Application for said leave of absence shall be made to coincide with the employee's filing for election to a public office.

An employee returning from a leave granted under this policy shall be placed in the position last held or in a similar position. In the event such a position is not available, said employee shall be placed in the first available position for which the employee is qualified.



<i>POLICY ADOPTED</i>	<i>September 23, 1968</i>
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