

## **ADMINISTRATIVE STAFF LEAVE OF ABSENCE**

A leave of absence of up to two (2) years may be granted without pay to any administrator upon application for the purpose of pregnancy related disabilities extending beyond regular maternity leave, child rearing, or child adoption.

An administrator who is unable to work because of personal illness or disability and who has exhausted all accumulated paid sick leave available may be granted, upon request, an additional leave of absence without pay for the duration of such illness or disability up to one (1) year.

The board shall make every effort to return an administrator who has been on an extended leave of absence to the same or comparable position, if one exists, or any other position mutually agreed to by the employee and superintendent. There is no guarantee that any administrator can be returned to a specific building or special assignment at the conclusion of a period of exceeding one semester in length.

The board shall reemploy any administrator returning from an approved leave of absence at the beginning of a school year or at mid-year of a school year, according to the procedures set forth in this policy.

All requests for leave of absence will be applied for and granted or denied in writing. The administrator must apply for the leave at least forty (40) days prior to its commencement, except in cases of emergency or urgency.

The administrator must notify the board in writing of his/her intention to return from such leave or file a request for renewal for such leave on December 1st, or March 1st, whichever date falls in the last semester of the leave. This requirement will be stated on the leave form. Failure to comply with this notification shall constitute voluntary administrator resignation from board employment. Exceptions to this procedure may be made by the superintendent in cases of emergency or urgency.

No benefits will accrue to an administrator during a leave of absence except as otherwise stated herein. Upon return from leave, the administrator's unused sick leave benefits, seniority and salary increments which had been accumulated at the time the leave commenced will be returned to her/him.

CONTRACT REFS: Administrator's Organization Agreement

ADOPTED: April 18, 1993  
REVISED: March 14, 1994  
REVIEWED: August 24, 2015