

A leave of absence without pay may be granted to classified employees by the Superintendent or his authorized representative under the following conditions:

1. All full-time employees (who work 50% or more on a regular yearly assignment, regardless of whether the assignment is 10, 11 or 12 months) shall, for sufficient cause, be eligible for leave of absence upon completion of the probationary period.
2. Application for leave of absence made by classified employees must be submitted to the District Office via the immediate supervisor at least sixty (60) days prior to the requested effective date of such leave unless the leave is made necessary by illness or other grave emergencies. All employees shall, upon return from leave, be placed in the same classification or a classification equal to that which was held when the leave was granted.

A leave of absence shall not be granted for more than one year. Any employee who has been granted a leave of absence for one year for illness, accident or for rest and recuperation, or who has been absent from duty for a period of one year for the above-named reasons, may have his leave extended for an additional year for good and sufficient cause. Such a request must be made to the District Office no later than May 1 proceeding the applicable year.

Leaves that are at the option of the employee should normally begin and terminate on a fiscal year basis.

No leave of absence shall be granted except for illness or other grave emergencies unless the Superintendent has ascertained that a competent substitute satisfactory to the District is available.

An employee granted a leave of absence on expiration of such leave will be assigned to a position which is the same as or similar to the one held when the leave was granted, provided the Superintendent or his authorized representative is notified not less than sixty (60) days prior to the leave termination that it is the intention of the employee to return to service.

ARTICLE 13
LEAVES OF ABSENCE, GENERAL - Continued

Failure to report for duty at the expiration of the absence shall constitute cause for dismissal, however if for conditions beyond his control an employee is unable to report for duty, failure to report his desire to return to duty shall constitute cause for dismissal.

Following the period of an authorized leave of absence, the employee will be reinstated with leave benefits and length of service credits he had accrued when leave was taken. Other benefits will not be credited during the time of absence.

If a leave of absence was granted for personal health reasons, the employee shall be requested to submit prior to return to active duty, a medical statement indicating an ability to assume duties without restriction or detriment to the employee's physical or emotional well-being.

The Association shall be entitled to up to a total of 2 hours per month, not to exceed 20 hours per complete school year, for the Association's President or designee to deal with Association business.