

3.15.2- LEAVE OF ABSENCE

The Family Medical Leave Act (FMLA) provides up to twelve (12) work weeks (or in some cases 26 weeks) of job-protected leave to eligible employees with absences that qualify under the FMLA. Employees not eligible for FMLA or employees that have exceeded leave under FMLA must return to work or request a leave of absence. Failure to return to work or request a leave of absence will be considered job abandonment and will result in a recommendation of termination.

A leave of absence, for the types of reasons named in this policy, shall be a leave of up to one (1) semester and not more than two (2) semesters. A leave of absence is unpaid unless substituted by applicable accrued leave (sick, personal, or vacation).

Approved types of leave include:

- A serious health condition that causes the employee to be unable to perform his/her essential job functions.
- Caring for a spouse, son, daughter, or parent with a serious health condition.

Except for emergency situations, all requests for leave of absence shall be filed in writing or via email at least one (1) month before the leave shall take effect. The request for leave of absence must clearly state specific reasons for the request and include the appropriate medical documentation. The completed request for leave shall be filed with the employee's principal/director and the Superintendent. The Superintendent will consider the employee's request, the potential effect on the students and/or district operations, the teacher's length of service to the District, and other appropriate factors when making a recommendation to the School Board of Directors to approve or deny the request. In the event the request for leave of absence is denied and the employee is unable to return to work or the leave of absence has expired and the employee does not report for duty, it will be considered job abandonment and will result in a recommendation of termination.

Employees returning from leave of absence will be assigned a position by the Superintendent in an area for which they are certified.

Violation of this policy and/or submitting false information as determined by the Superintendent will be considered a breach of contract and will be considered cause for termination.

Date Adopted: 08/14/84

Last Revised: 04/12/22