

EUREKA COUNTY SCHOOL DISTRICT

POLITICAL LEAVE - CLASSIFIED

**I. DEFINITION**

A political leave of absence is a leave of absence for political activity, without salary, for the purpose of being a candidate for political office, campaigning for political office, holding a political office as a result of an election, or working on the campaign of a political candidate. An employee appointed to a full-time political or public office is eligible for a political leave of absence.

**II. REQUIREMENTS**

All political leaves of absence are granted with the provision that all employees shall make it clear that all statements and actions are theirs as individuals, and do not represent the District.

**III. REQUEST PROCEDURE**

A request for political leave of absence shall be made in writing at least thirty (30) days prior to the effective date of the leave.

**IV. BENEFITS**

An employee on political leave does not earn service credit toward in increment advancement while on political leave.

An employee on political leave of absence may continue to participate in the District Medical Insurance Plan, providing the employee pays the full premium to the Eureka County School District.

**V. COMPENSATION**

An employee shall be granted to political leave without salary. Per diem deduction for absence due to political leave shall be calculated by dividing the employee's contract salary by the number of days of service required in the employee's contract.

**VI. RETURN TO SERVICE**

Upon completion of his/her term of office appointment, the employee shall submit a request in writing to the Personnel Division, indicating a desire to return to active status, at least sixty (60) days before the employee will be available for reassignment.

The employee shall be returned to active service when a vacancy occurs for which the employee is qualified and selected.