

EUREKA COUNTY SCHOOL DISTRICT

PERSONAL LEAVE OF ABSENCE - CLASSIFIED

- I. Upon the recommendation of the Superintendent, personal leaves of absence may be granted to eligible employees by the Board of Trustees, for a period not to exceed one (1) year, where employees have identified a personal or family situation which will require the release of the employee from his/her contractual responsibilities.

II. DEFINITION

A short-term leave of absence, without pay, shall consist of less than twenty (20) working days and may be granted by recommendation and approval of the employee's immediate supervisor.

A long-term leave of absence, without pay, shall consist of more than twenty (20) working days and no more than one (1) year, and must be approved by the Board of School Trustees.

III. ELIGIBILITY

Employees shall be eligible for a leave of absence for personal reasons after five (5) years of satisfactory service.

Employees eligible for annual leave shall not be eligible for a short-term personal leave until the employee has used all of his/her annual leave.

IV. REQUEST PROCEDURE

The employee shall complete a Request for Leave of Absence, at least thirty (30) days prior to the effective date of the leave, unless an emergency situation precludes such advance notice. After approval by the principal it shall be forwarded to the Superintendent.

If the personal leave of absence is requested because of a hardship resulting from illness in the family, the request for leave of absence shall be accompanied by a statement from the attending physician, outlining the need for the employee to be absent.

V. COMPENSATION

An employee shall not be paid while on personal leave of absence where days of accrued sick leave by used for an illness in the immediate family as defined in Eureka County School District Regulations.

Per diem deductions for absences not covered by accrued sick leave shall be determined by dividing the employee's base contract salary by the number of days of service required by the employee's contract.

VI. BENEFITS

An employee granted a personal leave of absence does not earn service credit toward increment advancement on the salary schedule, except for the days covered by accrued sick leave.

VII. RETURN TO SERVICE

Sixty (60) days prior to the expiration of a leave, the employee shall file with the Superintendent a written request to return to active service.

The Superintendent will return the employee to active status when a vacancy occurs for which the employee is qualified and selected.

Failure to report for duty at the expiration of the leave is adequate cause for dismissal.