

464 GENERAL LEAVE

I. PURPOSE

The purpose of this policy is to establish the means and method that the district will follow in the event an employee requests an unpaid leave of absence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of Intermediate School District #917 to allow unpaid leaves of absence only in extraordinary circumstances that cannot be addressed through another provision of the District's leave policies or as a disciplinary action.
- B. Employees of the School District may apply for an unpaid leave of absence, subject to the provisions of this policy and/or the terms of the applicant's respective negotiated agreement. The granting of such leave for periods of up to one week, shall be at the sole discretion of the superintendent or the superintendent's designee. School Board approval shall be required for general leaves in excess of one week.
- C. Such leave may be granted by the superintendent (designee) for extended illness of the employee, extended illness of the family of the employee, or other reasons acceptable to the superintendent (designee) or, in the case of leaves of over one week in duration, acceptable to the School Board. Such acceptable reasons are limited to extraordinary situations requiring the employee's presence that cannot be attended to outside of the scheduled work day and when the employee has no personal leave available. Employee's prior use of personal leave will be considered in determining whether or not to grant unpaid leave.
- D. In typical circumstances, employees will not be granted general leave for employee vacations. In extraordinary circumstances, the superintendent has the authority to approve general leave for vacations.
- E. General leave will not normally be granted to an employee for the purpose of working for another employer.
- F. Maximum leave granted shall be no longer than one year. Exceptions may be considered in cases where the employment is to be in government service.
- G. Employees returning to the District from general leave will be placed in similar and/or comparable positions as held at the time of leave granting.
- H. General leave time shall not be applicable to completion of employee probationary status.