

Administrative Procedure 420 – Unassisted Leave of Absence – Administrative Support Staff



AP 420 – Unassisted Leave of Absence – Administrative Support Staff

Purpose

The Board wishes to enhance its employees' overall development and will support assisted leave of absence for employees.

Procedure

1. Unassisted leaves of absences will be considered for educational or work experience purposes that will further the expertise of the employee.
2. Administrative and Support staff may apply for unassisted leave. Each applicant will be dealt with on an individual basis.
3. Granting of an unassisted leave of absence will depend on the school district's operational requirements being met, and will not be unreasonably withheld.
4. Unassisted leaves of absences will be granted for a maximum of one year. Any extensions to a leave must be applied for, two weeks prior to the end of the first leave.
5. All applications will be sent to the Director of Human Resources for approval with final approval by the Superintendent/CEO.
6. Employees will have the right to appeal to the Board of Education.
7. The employee must return to work for a period of time equal to the amount of the leave. The employee is not eligible for another leave for a period of six (6) months.
8. The employee will be responsible for all benefit premiums while on leave.

Adopted: February 23, 1994