

Leaves of Absence Without Pay

Section 1. General Provisions. A leave of absence without pay may be granted to an administrator subject to the recommendation of the Superintendent and approval of the Board for no more than one (1) year. The administrator must give the Superintendent at least three (3) months' written notice prior to the time of desired return. Upon return, the administrator will be reassigned to a comparable position whenever possible. When an administrator is granted a leave of absence by the Board, insurance coverage may be continued during the leave period by the administrator paying the full premium, unless the leave is an FMLA leave.

Section 2. Terms of Leave. The Board may:

1. Extend current leaves for a period of no more than one (1) year.
2. Grant other types of leaves not specified below.

Section 3. Types of Leave.

1. Professional Improvement: This type of leave is for university study and must be related to the administrator's present assignment.
2. Childbearing/Childrearing: An administrator who is pregnant may continue in active employment as late into her pregnancy as she desires, if she is able to fulfill the requirements of her position. Leave that is taken that is related to, or caused by, the administrator's pregnancy shall be governed by the following:
 - A. Any administrator who is pregnant is entitled to a leave of absence with such leave to be taken at any time between the commencement of her pregnancy and the first anniversary of the birth of the child.
 - B. The administrator shall be presumed to be physically incapacitated by childbirth for a maximum period of thirty (30) working days or forty-five (45) calendar days, whichever expires first. During the period of physical incapacitation, a maximum of thirty (30) working days may be charged, at the administrator's discretion, to her available sick leave. If the period of actual physical incapacitation, as documented by a licensed physician's statement, extends beyond thirty (30) working days, or forty-five (45) calendar days (whichever expires first), the duration of the period of actual physical incapacitation may be charged, at the administrator's discretion, to her available sick leave.

- C. After her available sick leave, subject to the limitations in Paragraph B, has been used, the administrator may be absent without pay for the duration of the leave of absence.
- D. A licensed physician's statement certifying pregnancy must accompany the request for childbearing leave.

Both parents are eligible for an unpaid childrearing leave. For childrearing leave, a copy of the birth certificate must accompany the request. Childrearing leave must begin within six (6) weeks after the child is born.

- 3. **Adoptive Leave:** This type of leave must begin when receiving defacto custody of the child or before receiving such custody if necessary to fulfill requirements for adoption.
- 4. **Illness in the Family:** A leave of absence without pay may be granted to an administrator for the purpose of caring for a parent, a spouse, a brother, a sister, a son or a daughter. A signed statement from a licensed physician indicating the need for such leave must accompany the request of the administrator.
- 5. **Personal Illness:** This type of leave is for recovering from a personal illness after the administrator's allotment of paid personal illness leave has been exhausted. A signed statement from a licensed physician showing the need for such leave must accompany the request.
- 6. **Family and Medical Leave Act Leave:** This type of leave must comply with the provisions of the Family and Medical Leave Act of 1993 as written in Administrative Policy 4150 except that an eligible administrator is not required to use his/her available personal, sick or other qualifying paid leaves or vacation in FMLA leave situations.