

Article 6 - Unpaid Leaves of Absence

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[Signature]

A. Unpaid Medical Leave

Employees who have exhausted all paid leave and statutory leave may be granted an unpaid medical leave of absence of up to one (1) year at the discretion of the District.

Employees who are unable to work because of long term illnesses or non-job related injuries are eligible for unpaid leaves following the exhaustion of their sick leaves in accordance with the following schedule:

Employees who have worked in the district at least six (6) months but less than two (2) years may be granted up to thirty (30) days unpaid leave.

Employees who have worked in the district at least two (2) years but less than five years may be granted up to sixty (60) days unpaid leave.

Employees who have worked in the district at least five (5) years but less than ten years may be granted up to six (6) months unpaid leave.

Employees who have worked in the district ten (10) years or more may be granted up to one (1) year unpaid leave.

It is understood the employee must provide medical verification of the need for such leave and a medical release prior to his/her return to work.

B. Short Term Leave of Absence

Once each school year, an employee may request a short term leave of absence without pay for up to ten (10) days providing:

1. The employee makes the request at least ten (10) days prior to the leave, except in an emergency.
2. The leave is not used for employment purposes.
3. The leave is not used for vacation purposes.

C. Long Term Unpaid Leave of Absence

The District, at its sole discretion, may grant long-term non-medical leaves of absence of up to one (1) year. Employees must apply at least sixty (60) days prior to the start of such leave, except in the case of emergencies, and shall return on the mutually-agreed-upon return date unless the leave is extended in writing by the District. Replacement employee(s) shall be employed on a temporary contract and shall have no rights to recall. Persons on unpaid leaves shall not accumulate seniority for the period of leave.

D. Military Leave

The District will follow all applicable state and federal laws regarding military leave.