

Coos Bay School District 9

Code: **G CBD/GDBD**
Adopted: 4/13/98
Readopted: 5/18/10
Orig. Code(s): GCBDA

Leave of Absence

A leave of absence may be granted to any teacher upon application and approval of the Board.

The teacher's position on the salary schedule and all benefits to which the teacher was entitled at the time of the leave, including seniority and unused accumulated sick leave, shall be restored upon return.

Leaves may be granted for up to two years.

Applications must be in writing and must state the reason for the requested leave.

Applications must be submitted at least seven days prior to the regularly scheduled Board meeting at which the request is to be considered, but not later than February 28. Applications will be considered beyond the February 28 deadline for unforeseeable circumstances, i.e., scholarships, grants, etc. Ease of replacement will be a factor when considering late applications.

With timely application, the Board will consider leave requests at the first regularly scheduled meeting following submission. Written notification of leave approval/disapproval will be given to the educator within seven days following board consideration. The applicant and/or representative will be allowed to present his or her case for leave of absence.

The educator may, at his or her own expense, maintain the district's medical and dental benefits during the leave.

The educator must notify the Board in writing by February 15 of the school year prior to the school year of expected return as to his or her intention to return to the district. This is the responsibility of the educator.

With proper notification, the educator is guaranteed a position in the district upon his or her return commensurate with his or her qualifications and certification during his or her absence.

As general guidelines, the Board will consider the following in approval/disapproval of leave of absence requests.

1. Needs of the district.

2. Reasons for the requested leave. The willingness of the Board to grant such leaves is based on the belief that certain experiences enhance the educator's potential contribution to the education of students. These include, but are not limited to:
 - a. Education leading to additional degrees, certification, or endorsements.
 - b. Other experiences which have obvious and direct affect on the educator's ability to teach his or her assigned subjects.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)

[ORS 342.545](#)

[ORS 342.610](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).
Family and Medical Leave Act of 1993, 29 U.S.C. §§ 2601-2654 (2006); Family and Medical Leave Act of 1993, 29 C.F.R. Part 825 (2006).

Cross Reference(s):

ACA - Americans with Disabilities Act