

Elkton School District 34

Code: **GCBDE**
Adopted: 8/10/98

Leave Without Pay

A person on district maternity leave is eligible for their sick leave benefits throughout the total days accrued, as per federal and state statute.

A. Parental Leave Policy - Maternity and Adoption

1. A parental leave of absence without pay shall be granted to teacher for childbirth and may be granted to teachers for child adoption upon request of the teacher. A resignation will be accepted, without penalty, upon request of the teacher.
2. The employee may take leave or make his/her resignation effective at any time. The employee shall give the Employer written notice at least four weeks prior to leaving, except in extenuating circumstances.
3. In giving notice, the employee must inform the Employer in writing of his/her intention to do one of the following: (Failure of the employee to give written information shall be considered a resignation from service.)
 - a. Return for the balance of the school year; (A teacher on said leave should give the supervisor notice of returning date at least four weeks prior to returning.)
 - b. Return the following school year; (A teacher on said leave desiring to return to service during the next school year shall notify superintendent in writing by April 1, stating a desire to return.)
 - c. Resign from Employment.

B. Professional Leave Without Pay

In the event paid professional leave has been exhausted, professional leave without pay may be authorized by the district for attending education conferences or other purposes as agreed upon by the immediate supervisor.

A teacher returning to the district after a year of professional leave without pay may be granted one salary increment.

An individual returning to the district after a year of professional leave without pay will be credited with an accumulated sick leave benefits which he/she had at the beginning of the leave. Sick leave will not be credited for the year of absence.

END OF POLICY

Legal Reference(s):

[ORS 332.505](#)

[ORS 408.290](#)

Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99-272, Title IX, Section 2003, 100 Stat. 232.

Internal Revenue Code, 26 U.S.C. Section 4980 B (f)(4).

Uniformed Services Employment and Reemployment Rights Act of 1994, 38 U.S.C. Sections 4301-4333, as amended by the Veterans' Benefits Improvements Act of 1996, P.L. 104-275.