

## **Licensed Leaves and Absences**

Twelve-month employees will accrue one day per month or 12 days each year. All other employees who work less than 12 months will receive one day per month. In accordance with state law, this leave will accumulate without limit.

Other paid and unpaid leaves will be determined by the district's collective bargaining agreement.

The district reserves the right to require proof of illness from all employees, including a medical examination by a physician chosen and paid for by the district. Any employee refusing to submit to such an examination or to provide such other evidence as required by the district will be refused the use of accumulated sick leave for such alleged illness at the district's discretion.

All medical information will be kept confidential, in a separate file from personnel records, and released only in accordance with the requirements of the Americans with Disabilities Act or other applicable law.

Sickness or other unavoidable circumstances which prevent a teacher from teaching 20 school days immediately following exhaustion of sick leave accumulated under state law will result in the teacher being placed on unpaid leave for the remainder of the school year or until the teacher's disability is removed and he/she is able to return to work. If the teacher is unable to return to work the following August 1 the Board may terminate the teacher's employment, subject to state and federal law.

### **Extended Leave of Absence**

- A. A leave of absence of one year may be granted to any staff member for personal reasons under the following conditions:
  - 1. The employee must have completed seven consecutive years of employment before applying for such leave.
  - 2. After the first leave of absence has been taken, another will not be granted until the individual has worked an additional six consecutive years.
  
- B. Leaves for less than one year and generally not less than one semester are subject to paragraphs A.1 and A.2, above, and may be granted by the Board if a suitable replacement may be found and such a change would not, in the district's judgment, be excessively disruptive to the program.

- C. Application and return:
1. Request for leave of absence must be made in writing to the superintendent or his designated representative no later than March 15 or 90 working days prior to requested effective date.
- D. Any employee on such leave shall notify the district no later than March 15 of the year prior to his/her intent to return to the district or should the leave be for a shorter period of time, not less than 90 working days prior to the date of intended return.
- E. Employees on unpaid leave who are below the top step of their range on the salary schedule and are employed for at least 135 working days of the year in which the leave is taken, would upon return be placed on the salary schedule one step beyond the last step held. Teachers who have taught for a minimum of 135 days during their absence in any type of exchange program shall be allowed step credit on the salary schedule where applicable. Employees on leave would retain accumulated sick leave and seniority. With the insurance carrier's approval, employees would have the option of continuing to participate in insurance programs providing that employees pay their own premiums.

**END OF POLICY**

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**Legal Reference(s):**

[ORS 332.507](#)  
[ORS 342.545](#)  
[ORS 342.610](#)

Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).  
Family and Medical Leave Act of 1993, 29 U.S.C. Sections 2601-2654; 29 CFR Part 825 (2000).