

Extended Leave of Absence

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 (7) consecutive years of employment before applying for such leave;
2. After the first LOA has been taken, another will not be granted until the individual has worked an additional six (6) consecutive years.

Leaves for less than one (1) year and generally not less than one (1) 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.

Application and return:

1. Request for leave of absence must be made in writing to the superintendent or his/her designated representative no later than March 15 or ninety (90) working days prior to requested effective date.

Any employee on such leave shall notify the district, no later than March 15 of the year prior, of his/her intent to return to the district, or should the leave be for a shorter period of time, not less than ninety (90) working days prior to the date of intended return.

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

Legal Reference(s):

[ORS 332.507](#)

[ORS 659A.150 - 659A.186](#)

[ORS 342.545](#)

[OAR 839-009-0200 to -0320](#)

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).