



Application for One-Year Leave of Absence WITHOUT PAY

Long-Term Leave of Absence Without Pay -- Teacher

In accordance with the Professional Agreement, a One (1) Year Leave of Absence *Without Pay* may be requested by a Teacher. The One-Year Leave of Absence *Without Pay* is intended to coincide with the start and end dates of a contract school year. Although a One-Year Leave of Absence *Without Pay* may be granted at anytime throughout a contract school year, Teachers can only return at a semester or trimester break or at the beginning of the next contract school year. In very limited circumstances and with consent of the Board, the One-Year Leave of Absence *Without Pay* may be reduced to a semester leave of absence *without pay*. No increments of leave smaller than a semester will be considered.

It is the obligation of the applicant desiring to apply for a One-Year Leave of Absence *Without Pay* to obtain the signatures of their supervisor *prior* to turning this application in to Human Resources. A One-Year Leave of Absence *Without Pay* also requires approval from the Board of Education of Granite School District prior to the leave commencing.

A One-Year Leave of Absence *Without Pay* cannot be taken retroactively and begins only after approved by the Board.

As attendance is an essential function of your position, should the One-Year Leave of Absence Without Pay not be approved/denied, you are required to attend to you position unless you submit a Notification of Termination.

Name: _____

Social Security Number: ____ / ____ / ____

School/Location: _____

Grade or Subject: _____

I am requesting a Leave of Absence for the following reason(s):

One-Year requested for leave: From: _____ To: _____

- Contract Year Return
- Trimester Return
- Semester Return

If approved by the Board, my actual last day worked will be: _____

This request for a Leave of Absence is subject to the terms and provisions of employment and the policies and regulations of the Granite Board of Education. These terms and policies include the following:

1. Teachers are eligible for a Leave of Absence Without pay for reasons of newborn care, adoption, graduate work, and health problems (teachers may appeal to Human Resources for other reasons). Teachers with ten consecutive years of experience in the District are eligible to apply for a Leave of Absence for any reason and with no restrictions as to the type of activities undertaken by the educator during the period of leave except that renewal leave **may not be taken to accept comparable employment**.
2. Absences exceeding ten or more unpaid days are exempt from earning employment service credit toward future retirement.
3. Teachers who plan to return at the beginning of the first semester must notify the Human Resources Office in writing no later than March 1. Teachers who plan to return at the beginning of the second semester

must notify the Human Resources Office in writing no later than November 15. (See the *Professional Agreement* Section 18-4-7)

When a teacher fails to give proper written notice of intent to return, the teacher has by this action vacated his or her position and the District will proceed to hire a replacement.

4. Granite District sponsored benefits continue for 21 calendar days after the last working day of employment for those approved for a One-Year Leave of Absence *Without Pay* that starts during a contract school year. For Teachers who complete the annual contract school year before beginning the approved One-Year Leave of Absence *Without Pay*, benefits will continue until August 31. COBRA Continuation of Coverage is available for eligible employees who participate in one of the District's medical and/or dental plans on the day before their leave *without pay* begins. Please contact the Human Resources Benefits Office for details.
5. When returning from leave, it is the sole responsibility of the employee to make personal contact with the Benefits Office to fill out appropriate forms to re-enroll in the insurance programs of their choice. **This must be done within 30 calendar days of their return to work. Failure to do so will result in re-enrollment penalties and limitations.**

Teacher's Signature: _____

Date: _____

I would recommend that the above individual be granted a One-Year Leave of Absence *Without Pay*. I would be willing to accept this teacher back on my staff based on position availability.

Principal's Signature: _____

Date: _____

Human Resource has reviewed and recommends to the Granite School District Board of Education the approval of this One-Year Leave of Absence *Without Pay*.

Human Resource Signature: _____

Date: _____