

IX.A.1.k. Leave of Absence Without Pay

A. Statement of Policy

The term "Leave of Absence Without Pay" applies to all authorized unpaid absences which exceed fifteen working days.

A limited number of leaves of absence without pay may be granted to secretaries with at least three years seniority. Leaves of absence without pay must be approved by the Board. No leave may extend beyond one year.

Leave requests will be considered for such reasons as health, newborn care, adoption, or additional schooling or training. Secretaries are not eligible to apply for leaves of absence to accept other employment.

Secretaries applying for leave without pay shall submit a written request on appropriate District forms stating the purpose of the leave, the length of the leave, and the beginning and ending dates.

Secretaries returning from a leave of absence without pay will be entitled to the same position they left, or to a position comparable to the one vacated. The secretary hired as a replacement shall be notified in writing at the time of appointment that the appointment is for the length of the regular secretary's leave only. The contract of the replacement employee may be terminated on thirty days notice if the employee on leave requests an early return to their position.

Secretaries returning at the beginning of the new contract year must notify the Human Resources office by May 15 confirming their intent to return.

Secretaries returning during the contract year, or returning early from their leave, must notify the Human Resources office in writing at least 45 days prior to the intended return date.

Seniority does not accrue for the period of time when a secretary is on leave of absence without pay. Upon returning from a leave of absence without pay, secretaries shall have the same number of years of seniority as they had on the day their leave began. Step credit on the salary schedule also does not accrue while a secretary is on leave without pay.

Temporary vacancies that occur when a secretary takes a leave of absence without pay will be filled on a temporary basis. When the leave of absence is for a period of six months or longer the vacancy will be posted. When a secretary on a leave of absence without pay does not return to that position at the end of the leave of absence, and the position was filled through the posting process, the supervisor may retain the temporary secretary without posting the position. The decision to retain or not retain the temporary secretary will be determined by the performance of the temporary secretary during the period of the leave of absence.