

Board of Trustees Douglas County School District

CLASSIFIED

UNCOMPENSATED LEAVE

The Board recognizes that classified employees may require extended leave for personal reasons and that the best interests of the District might be served by their return to service. For that purpose, the Board may grant uncompensated leave of absence and determine the terms and conditions of any such leave.

The request must be made in writing and must be submitted at least two (2) days in advance of the requested leave. It shall state the amount of time requested and the reason for the request. The Board will not consider a request that has not been approved by the employee's immediate supervisor and the Superintendent, or his designee.

Employees will be eligible to request up to five (5) unpaid personal leave days during their contract year following completion of their probationary period. Additional unpaid leave may be requested in writing in case of a bona fide emergency. Approval for extended leave will be at the discretion of the Superintendent, or his designee.

Employees will be granted leave without pay for a period not to exceed six (6) months because of the employee's medically verifiable serious illness or disability of five (5) or more consecutive workdays, including pregnancy and maternity, after having exhausted all available sick leave or for the medically verifiable serious illness or disability of the spouse, child, or parent of the employee.

Upon return from such leave, an employee will be placed in the same or comparable position as held prior to the leave. Absences of five (5) or more consecutive workdays will require a physician's release prior to the employee's return to work. An employee who fails to report to work immediately following the expiration of an approved unpaid leave will be deemed to have voluntarily resigned except in cases of a bona fide emergency.

Full-time employees who wish continuation of full coverage of their group health benefits while on an unpaid leave of absence must make advance premium payments to the District. The District does not pay health insurance premiums for employees on long-term unpaid leave.

If the purpose for which the leave was granted is subsequently violated by the employee, the leave will be automatically terminated by the terms of this policy.

Date Adopted: 08/12/80
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