

Extended Leave

The district desires to meet the needs of individual employees for extended leaves of absence. Decisions regarding extended leave requests should be made in a manner that ensures that the leave will not have a negative impact on students.

The district will give serious consideration to requests for extended leaves for the following reasons, in general order of priority:

1. Leave request to accommodate physical and/or mental health needs or leaves to accommodate pregnancy, parental leave or adoption.
2. Leave requests that allow staff members to continue their formal education.
3. Leave requests that allow staff members to take part in a foreign teacher exchange or to teach in a foreign country.
4. Leave requests for foreign travel related to the staff member's present position with the district.
5. Leave requests that do not fall into one of the above categories will be considered on an individual basis by the superintendent.

Leave requests

Extended leave requests must be in writing and must have the approval of the superintendent. The superintendent shall consult with the staff member's supervisor prior to making a decision. Except in cases of emergency, the request for an extended leave of absence must be submitted at least 30 days prior to the date upon which the leave is requested to begin. In the case of parental leave, the request must be submitted at least 60 days prior to the date upon which the leave is requested to begin.

Staff members who are requesting a full term leave of absence should make their requests on or before March 5 during the school year preceding the year in which the leave is desired.

Extended leave requests should not be for more than one calendar year in length. The district desires to be cautious so as not to allow an excessive number of simultaneous leaves that could have a negative impact on the district.

Leave requests will not be granted, or there may be a limit in the duration of the leave, if there is concern that a suitable replacement cannot be employed.

Extended leaves of absence are granted without salary or insurance benefits. Individuals granted extended leaves may choose to pay the premiums necessary to remain in the district health and dental insurance programs. Payments for continuation of these benefits must be received by the payroll office on or before the first of each month.

Employees returning to the district after an extended leave may be given the same position upon their return if possible. When this is not possible, the returning employee will be given the most comparable job available for which he or she is qualified unless a reduction in force applies. Extended leaves for a portion of the school year will be filled, when possible, with a replacement who is given an interim contract/assignment.

Staff members who are approved for an extended leave will not receive credit for a year of experience on the salary schedule unless that person's leave consists of a concentrated year of comparable teaching.

Those granted extended leaves will retain their accumulated sick leave but will not be awarded additional sick leave during the term of the extended leave.

Prior to resuming duties on return from an extended leave for health reasons, the superintendent may require the staff member to present a statement from a physician that the staff member is physically and/or mentally able to resume the normal duties required of his or her assignment. If requested by the superintendent, confirmation of the physician's statement by another physician selected by the superintendent may be required at the expense of the district.

In the case of parental leave in which the parents decide that one parent should spend a period of time not to exceed one year providing child care, it will be left to the discretion of the family as to whether that person will be the father or the mother.

Adopted by the Board: August 1991
Revised by the Board: March 1995
Revised by the Board: December. 2005

LEGAL REFS.: 29 U.S.C. 2601 *et seq.* (*Family Medical Leave Act*)
42 U.S.C. §2000e-2 (*Title VII of the Civil Rights Act of 1964*)
C.R.S. 19-5-211 (*adoption statute*)

CROSS REFS.:

Administration policy:
GCQA, Instructional Staff Reduction in Force