

## **EXTENDED LEAVE OF ABSENCE**

**DDDF**

An extended leave of absence may be granted to a certificated employee in accordance with the following guidelines:

1. The employee must make written application. Such application shall be made at least two months prior to requested start of leave except in cases of emergency.
2. Leave may not be granted if adequate replacement is unavailable.
3. Leave may be granted for the following purposes:
  - a. Birth or adoption of child.
  - b. Military service, if the employee is inducted or enlists in time of national emergency.
  - c. Illness which requires extended period of recuperation, but the employee does not qualify for long term disability.
4. Extended leave will be limited to one (1) year, or in the case of military service, not longer than three (3) months after date of honorable discharge.
5. At conclusion of leave, re-employment will be subject to availability of a position for which the employee is fully qualified. If no such position is available, benefits of this policy will be extended until such position becomes available. However, if the employee declines to accept a position offered by the district, all benefits under this policy are terminated for that employee.
6. An employee who is re-employed under this policy will be placed at the salary step and lane for which they were qualified at the time extended leave began. No credit will be given for the period of extended leave.
7. It is the employee's responsibility to maintain current certification. If certification has expired at the time a position is offered, all benefits under this policy are terminated for that employee.
8. Extended leave will be without pay or fringe benefits.
9. The employee shall notify the superintendent, in writing of desire to return to employment at least 3 months prior to date of return.
10. Employee must have completed a minimum of three (3) successful year of experience with the District to be eligible for extended leave of absence.
11. Nothing in this policy shall be construed to prohibit the Board from making special arrangements for sick leave with an individual employee in emergency situations.

