

Certificated/Classified Personnel

LEAVES

Leave of Absence - General

The Board of Trustees, upon request of the employee, may grant a leave of absence, without pay, for a period of one (1) year. In general, only those employees who have permanent status shall be granted such leave of absence. Leave of absence under this section may be extended by the Board of Trustees at its discretion.

The Board of Trustees may grant one year's vertical step experience for teaching or a related activity done during a year's leave of absence. A request for such salary adjustment should be made prior to the advent of the leave.

It is not the intent of the Board of Trustees to grant a leave of absence to an employee for the purpose of accepting a promotional position.

Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested.

All long-term leave agreements shall be reduced to writing and shall state the terms and conditions of the leave, including the conditions governing the employee's return to employment.

Long-Term Leaves - Certificated Staff

With Governing Board approval, certificated employees may receive a voluntary personal leave of absence without pay and without increment, seniority or tenure credit, for a period of up to one school year.

All long-term leaves for certificated employees shall begin at the end of the semester, except in cases of emergency.

Certificated employees on leave for an entire school year shall notify the district by March 1 of their intent to return to work the following school term. If such notification is not made, the employee shall be deemed to have resigned.

At the end of a long-term leave, the employee shall be reinstated in a position classified at the same level as that held at the time leave was granted, unless otherwise agreed upon.

If permitted under the terms of the district's contract with the insurance company, employees on leave may remain active participants in the health insurance program by paying the full premiums required in advance.

Long-Term Leaves - Classified Staff

Classified employees on leave for a year shall notify the district of their intent to return 30 days before the expiration date of the leave. If such notification is not made, the employee shall be deemed to have resigned.

At the end of a long-term leave, the employee shall be reinstated in a position classified at the same level as that held at the time leave was granted, unless otherwise agreed upon.

If permitted under the terms of the district's contract with the insurance company, employees on leave may remain active participants in the health insurance program by paying the full premiums required in advance.

Classified employees shall not accept gainful employment while on long-term leave without prior written approval of the Superintendent.

A classified employee may request the Board, in writing, to return to work prior to the expiration date of the leave. The Board may approve or reject the request.

A classified employee may interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, as long as the employee provides adequate notice and relevant supporting information in accordance with the negotiated bargaining agreement regarding the basis for such interruption or termination. (Education Code 45200)

Professional Absences

Leave may be granted without loss of pay for attendance at distinctly professional meetings of educational groups at which the Superintendent and Board feel the district should be represented. Travel and expenses shall be allowed as determined by the Board.

Leaves to attend meetings or conventions of educational associations or to serve on committees or commissions of such organizations when activities or purposes of the organization serves to advance the welfare of all schools through the upgrading and strengthening of the teaching profession, may be granted upon request of the employee and the approval of the Superintendent without loss of pay (e.g. committee member of an organization recognized as a part of or related to school work, member of an evaluation committee, president or officer of school organization.)

Ordinarily teachers are not to be excused from duty to attend conferences or meetings of non-school organizations. Exceptions may be made, however, by special request and approved by the Superintendent and the Board of Trustees for those who hold responsible state, regional, or local offices in groups of a civic and non-political nature. If a teacher is granted permission to be absent, a salary deduction shall be made, which shall be that of the substitute's pay.

Failure to Return to Service After Leave

In the case of a certificated employee who was on leave of absence for 20 or more consecutive working days after April 30 of the previous school year, the district may terminate the employment of such an employee if all of the following circumstances exist: (Education Code 44842)

1. The employee fails to report for duty, without good cause, at the beginning of the school year after having notified the Governing Board of his/her intention to remain in service with the district in accordance with Education Code 44842.
2. The district had specifically notified the employee, at least five days in advance, of that time and place at which the employee was to report to work.
3. The employee did not request or was not granted a leave of absence authorized by the Board.

In any such case, the district may terminate the employee's employment on the day following 20 consecutive days of absence. (Education Code 44842)

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