

Certificated employees of Cassia County Joint School District No. 151, who are employed as grandfathered renewable contract employees, may apply to the board for up to a one (1) year leave of absence under the following terms and conditions:

- A. Extended unpaid leaves of absence of two (2) weeks or more may be granted by the School Board under the following:
  - 1. Leave of absence may be granted for:
    - a. The purpose of continuous advanced study.
    - b. Prolonged personal illness.
    - c. Required military service or emergencies arising in time of military emergency.
    - d. Other such special reasons as may be approved by the Board of Trustees.
  - 2. A minimum ½ time contract is required prior to making a request for an extended leave of absence.
  - 3. Leave of absence commencing prior to January 1 annually does not count as a year of experience on the salary schedule.
  - 4. Longevity or sick leave credits established at the time of departure on an approved leave of absence shall be restored after returning to the district.
  - 5. Requested placement in a suitable position must be received by April 1st if he/she wishes to return for the following fall term.
  - 6. Upon return from such leave, an employee may be assigned to the same, equal, or mutually acceptable position, if a position is available for which he/she can certify and is qualified including holding the appropriate endorsements.\
  - 7. Said employee has no assurance of placement in the same position formerly held.
  - 8. The employee may continue his/her insurance benefits by paying full premiums during the leave of absence as long as there is a commitment to return to the district and providing the insurance carrier(s) allow such continued coverage.
- B. Short-term (less than two (2) weeks) unpaid leaves of absence may be granted by the Superintendent once personnel leave is exhausted upon recommendation of the employee's immediate supervisor. If possible, employees should submit requests prior to the leave.

The board has complete discretion to assess, and grant or deny, the request.

At the conclusion of the leave of absence, the board may extend it for up to one (1) additional year for health reasons.



**LEGAL REFERENCE:**

Idaho Code Sections 33-506  
33-513

**ADOPTED:** May 8, 2000

**REVISED:** December 20, 2011

**REVISED:** January 24, 2012