

Payroll deductions for personal absences not specifically authorized by the policies of Cassia County Joint School District No. 151 will be calculated on the basis of the employee's hourly salary for each hour absent. The district will pay insurance benefits for two days per year of authorized unpaid leave with supervisor approval. The employee is responsible for his/her benefit share of any insurance premium, paid by the District, during the unpaid leave period beyond the two days per year that are allowed. The payment will be calculated on the basis of the District cost of the employee's monthly insurance premium prorated for each day absent.

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 of three years employment with this district with a work schedule of 36 weeks per year and a work schedule of a minimum of 20 hours per week 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 May 1st if he/she wishes to return for the following fall term.
6. Employee has no assurance of placement in the position formerly held and may be required to reapply for a desired position. Unless leave qualifies for: Family and Medical Leave Act (FMLA) Policy No. 407
7. 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.

Short-term (less than two (2) weeks) unpaid leaves may be granted by the Superintendent 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.

All approved leave of absence ends at the end of the fiscal year in which it is granted.



LEGAL REFERENCE:

Idaho Code Section 33-506

ADOPTED: May 8, 2000

AMENDED: September 14, 2004

AMENDED: December 20, 2011

AMENDED: December 17, 2013