

BOARD POLICY: SPECIAL LEAVES OF ABSENCE

6180

Page 1 of 2 pages

Section A

The Board of Education of District #225 may grant a special leave of absence to tenured staff members when it is deemed to be in the best interests of the district and the staff member.

Section B

In order for the Board of Education to approve any request for a leave of absence, evidence must be submitted in writing by the applicant's supervisor and principal clearly showing that the applicant has rendered satisfactory performance.

Section C

All requests for special leaves of absence to be considered by the Board must be made at least five months prior to the anticipated date the leave is to begin.

Section D

Special leaves of absence shall begin on the first day of the school year and continue for two semesters, or begin on the first day of the second semester and continue for either one semester or three semesters. Special leaves of absence following a disability leave which ends during the school year, shall begin on the first day following the end of the disability leave and continue until the end of that school year or until the end of the subsequent school year. The total length of the leave shall be determined prior to the approval of the leave.

Section E

All staff members granted special leaves of absence must notify the Human Resources Office in writing at least five months before the end of their leave of their intent to return or resign from District #225.

Section F

Failure to notify the Human Resources Office in writing of their decision to return or resign at least five months prior to the end of the leave will constitute an automatic resignation of the staff member, and each leave of absence is specifically predicated upon this resignation condition.

Section G

Upon the completion of the special leave of absence, the staff member shall be returned to the position for which she/he is professionally trained and certified.

Approved: June 7, 1978
Revised: June 15, 1981
Revised: July 8, 1985
Revised: August 21, 2000