

LEAVE OF ABSENCE

3168

The Board of Trustees may grant a leave of absence for one year without pay to an academic person under any one of the following conditions:

1. For improvement of impaired health. The request must include a statement verifying the need from a licensed physician.
2. For advanced study (including research) and/or planned educational travel which shall be of benefit to the district. The employee must have obtained permanent status and must submit a detailed report to the Superintendent/President of how the travel will be of benefit to the employee and the district.
3. For special reasons acceptable to the Board of Trustees. Applications for leave shall be presented in writing to the Superintendent/President.

Leaves of absence without compensation shall not constitute a break in continuity of employment. Time on leave shall not be credited toward increment advancement.

(Revised: 12/8/99)