

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

PROFESSIONAL STAFF
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LEAVES OF ABSENCE

Any professional staff member may request a discretionary voluntary leave of absence from the Board.

All requests for unpaid leaves of absence by professional staff members shall be presented to the Human Resource Director and shall state the reason for the leave and the expected duration of the leave.

This policy governs leaves in addition to leave under Policy 3430.01 (FMLA) or other District leave policies or procedures found in the Teacher Handbook, however, any leave under this policy that is also qualifying leave under Policy 3430.01 will be designated as such and count towards the employee's leave entitlement. Approved leave under this policy shall state the conditions applicable to the employee's return to work. Nothing in this policy shall serve as a guarantee of any job protection for leave beyond otherwise protected leave.

Any professional staff member granted a leave of absence by the Human Resource Director and/or the Board shall be considered to have terminated all work with the District until the completion of the leave. Exceptions may be made by the District Administrator in cases where the best interest of the District might be served.

Reference: Current Contractual Staff Handbook

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