

Policy

BOARD OF EDUCATION
HORTONVILLE AREA SCHOOL DISTRICT

SUPPORT STAFF
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LEAVES OF ABSENCE

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

The Director of Human Resources may grant short leaves of absence, without pay. Please review process in Support Staff Handbook.

This policy governs leaves in addition to leave under Policy 4430.01 (FMLA) or other District leave policies or procedures found in the Support Staff Handbook, however, any leave under this policy that is also qualifying leave under Policy 4430.01 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 support staff member granted a leave of absence by the Human Resource Director 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.

All Sick Leave and Personal Leave is pro-rated based on an employee's FTE. All qualifying employees shall have annual Sick and Personal Leave allotments awarded on their date of hire and July 1st of each year thereafter; however, Sick and Personal leave shall be considered to accrue to an employee on a monthly basis. Any employee who separates from employment with the District who has used Sick or Personal leave in excess of the amount actually earned and accrued as of the date of separation will have the cost of such excess unearned Sick or Personal days withheld from their last paycheck.

Reference: Current Support Staff Handbook and Agreement

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Board Approved 8/14/17; 6/10/24
Adoption Resolution 10/13/14