

PROFESSIONAL STAFF LEAVES OF ABSENCE

I. Non-Compensable Leave of Absence for Tenured Employees

- A. An employee may request a non-compensable leave of absence for a period of up to one school year, subject to a recommendation for approval by the superintendent of schools, except only to the extent that the leave is under the Family & Medical Leave Act. The superintendent may approve a second school year in unusual circumstances. At the end of the second year the employee shall either return to work or submit a letter of resignation. If the employee does neither, the board will take action to end employment with the district.
- B. Scheduled increments, adjustments in salary and other credit are at the discretion of the superintendent of schools, subject to policies and procedures.
- C. The applicant will be re-employed at the end of the non-compensable leave of absence. Said re-employment must be considered in conjunction with the reduction in force list, the Missouri Teacher Tenure Act, and the Family & Medical Leave Act if applicable.
- D. Opportunity to be considered for re-employment is subject to a written notice submitted to the former building principal/ supervisor and the assistant superintendent for human resources by March 1 prior to the start of the upcoming school year the employee wishes to return to the district.

II. Non-Compensable Leave of Absence for Non-tenured Employees

- A. The district does not give probationary teachers non-compensable leave except at the discretion of the superintendent of schools.
- B. Scheduled increments, adjustments in salary and other credit are at the discretion of the superintendent of schools, subject to policies and procedures.

Adopted: June 8, 1982
Revised: May 9, 1995
Revised: May 14, 2002