

**LEAVE OF ABSENCE
(REGULATIONS)**

Pursuant to Title 70, O.S. §5-117, the Southwest Technology Center Board of Education has the authority to provide for personal leave of absence without pay. The board shall not promise any return to employment to any employee after a leave of absence except for those employees who are eligible for family and medical leave pursuant to the conditions set forth in board policy.

Any employee desiring leave of absence without pay shall file an application with the office of the superintendent, with one (1) copy to the employee's supervisor, no later than March 1 of the school year for leave to commence the ensuing school year. The application shall include the commencement and concluding dates of the leave period and further elaborate the need for such leave. The superintendent will attach the recommendation thereto and, subsequently, the employee will be notified of board action. All leave requests will be determined on their merit; but the board is not obligated to approve any request for leave. No employee benefits will be paid for extended leave without pay that is approved by the board.

The superintendent has the authority to approve short-term leave (defined as less than five days) without pay in emergency situations deemed to warrant such action. Employee requests for such leave must be in writing and must reach the level beyond a convenience need.

Upon return from a leave of absence, the teacher shall be placed in the same position or a similar position for which the teacher is certified and qualified. The teacher on leave shall not advance on the salary schedule and is subject to the current reduction-in-force policy.

A teacher on approved leave of absence will be reinstated at a salary level no lower than that attained at the time the leave was granted.

Sick leave that was accrued prior to the approved leave of absence will be reinstated. Additional sick leave or personal business leave will not be granted for the period of one year's leave of absence. An employee taking a leave of absence for one semester (ten-month contract employees) to one-half year (eleven and twelve-month contract employees) will receive five days of sick leave, one and one-half days of personal business leave. A leave of absence for a semester will not change the amount of days for bereavement leave.

CROSS-REFERENCE: **Policy DECA, Family Leave**
 Policy DOCA, Reduction-In-Force, Certified Personnel

Adopted: **January 1994 as policy P-124**
Revised: **November 1995**