

To request a leave of absence from your position with the school district, please follow these steps. (1) Review the guidelines listed below. (2) If you believe your request meets the requirements below, please submit, in writing, a letter to Human Resources or the Superintendent requesting your leave of absence. The letter is acceptable via email as well. (3) The letter should contain your name, position, location, contact information and one sentence stating the start and end date of your leave of absence as well as one, or more, sentences detailing the reasons why you are requesting the leave.

Human Resources Presentation – Governing Board April 29, 2014

To help ensure clarity for staff regarding leave of absence requests (LOA), Human Resources has created the guideline below to be used when considering its' recommendation of approval to the Governing Board of LOAs. Below is an excerpt from District Policy governing this process along with the new guideline. Human Resources will communicate this guideline out to staff by May 31st, 2014.

Policy excerpt for G-2900 GCCC:

A request for leave of absence shall not be denied by the District if the employee is entitled to the leave under the Family and Medical Leave Act. All other applications for leave of absence may be granted or denied by the District, in its sole discretion.

Human Resources Guidelines for recommending Leave of Absence Requests to the Governing Board

- (1) Medical event that qualifies for FMLA. A typical use would be birth of a baby.
- (2) A documented request to complete an advanced degree. (MA or PHD)
- (3) A documented request for a related unique educational opportunity. Examples: A science placement in Costa Rica for the year for a science teacher, a Spanish immersion program in Spain for a Spanish teacher, etc.
- (4) LOA are expected to be for the complete duration of a school year. If an event happens mid-year, the LOA is expected for the balance of the school year. This allows for the best continuous staffing and instruction for students.
- (5) "What is best for students" is the ultimate deciding factor.
- (6) Variances to these guidelines can only be made with Superintendent approval.