

## Staff General Leave of Absence

District employees may apply for a general leave of absence in accordance with this policy, unless otherwise addressed by a negotiated agreement. A general leave of absence shall mean time off from the district without pay for an employee to revitalize, to travel, to regain health or to undertake special projects.

Requests for general leaves shall be made in writing to the building principal or immediate supervisor. Leave shall be granted upon recommendation of the principal and upon the approval of the superintendent. Granting of general leaves is at the discretion of the superintendent.

General leaves of absence shall be provided only to those employees who have been employed by the district for a minimum of four consecutive years.

Employees on general leave shall not lose seniority or status with regard to the applicable salary plan or schedule, but salary or schedule advancements shall not apply. Teachers on general leave of absence shall not lose their current positions on the longevity list. If an employee elects to continue health or other fringe benefits while on general leave, the employee shall pay the full cost of the benefit.

An employee on general leave of absence shall not accrue PTO leave days during general leave, but unused PTO leave held by the employee at the start of the general leave shall be reinstated upon the employee's return to work.

An employee on general leave of absence shall provide the superintendent with written notice indicating whether the employee will return to work at the district or resign from district employment not later than March 1 of the year the employee is on such leave. If the employee does not notify the superintendent by March 1, the employee shall be deemed to have resigned effective as of the end of the year in which the leave was taken.

Re-employment of an employee on general leave during the year shall be at the discretion of the superintendent. Re-employment of such an employee for the beginning of the next year shall be guaranteed, unless the employee is involved in a reduction in force. Re-employment does not guarantee the same position.

When a general leave of absence is taken for mental or physical health reasons, the district may require a physical by a district designated physician, at district expense, upon the return of the employee.

Adopted: August 2000  
Revised: June 2003  
Revised: July 2019  
Revised: September 2020

CONTRACT REF.: LCSD/LCEA Teacher Contract – Article 10, Leaves; Section 10.9,  
General Leave of Absence

CROSS REF.:  
*Administrative policy:*  
GBGG, Paid Time Off (PTO)

Lake County School District R-1, Leadville, Colorado