

MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

## **Leave of Absence without Pay**

### **Short Term Request**

An employee wishing to take a short term leave of absence without pay must submit a written request to the Superintendent, who will review the circumstances related to the request and evaluate the impact on the District should the leave be granted. The Superintendent is authorized, to grant at his/her discretion, a leave of absence not to exceed a period of 5 days for professional staff employees or 20 days for support staff employees.

### **Long Term Request**

An employee wishing to take a long term leave of absence without pay must submit a written request to the Superintendent, who will review the circumstances related to the request and evaluate the impact on the District should the leave be granted. The Superintendent will present his/her findings to the Board of Directors.

At its discretion, the Board of Directors may grant a long-term leave of absence without pay. Such leave may not exceed one year and may not be renewed.

If the long-term leave of absence without pay is granted, the employee shall be responsible for the entire cost of his/her health insurance premiums for the duration of the leave. Payments for health insurance premiums must be made prior to the first of the month for which payment is due.

Benefits, including seniority and vacation, shall not accrue during the long-term leave of absence without pay.

An employee may not engage in outside employment during the long-term leave of absence without pay.

If possible, the employee will be returned to his/her regular position. In the event that the District has chosen to fill the vacant position on a permanent basis, the employee will be returned to an alternative position. Decisions regarding assignment will be made on the basis of the needs of the District and the individual's qualifications.

In no way does this policy modify applicable language negotiated in the collective bargaining agreements. Should conflicts arise, applicable language in the collective bargaining agreement will supercede this policy.

Cross Reference:      GBN-R Family and Medical Leave

History:                Adopted                Meeting #763                March 4, 2002