

LEAVE OF ABSENCE WITHOUT PAY

Section I: FOR ALL OR ANY PART OF CONTRACT PERIOD

Personnel who have completed at least 36.4 weeks of a 40.4 week contract or the equivalent proportion of a contract period greater than 40.4 weeks may request a leave of absence for all or any part of year for the following conditions: illness, military service, or political campaigning.

A. Illness

Requests for leave of absence for illness must be made in writing on a form provided by the office of personnel services and accompanied by a letter from a licensed medical doctor verifying the need for such leave and projecting the period of time or which the leave should be approved. Extension of such leave, if granted, shall be only for the time recommended by the doctor. Employees who do not return to work on the date required will forfeit their jobs. No compensation shall be received during such leave and no sick leave days or vacation days may be earned. Unused sick leave days or vacation days left in the employee's bank when leave became effective shall be available to him for use upon their return to work. The "personal leave" day may not be accrued or carried over to another contract or employment period.

B. Military

Employees who are called to military service or who enlist in the military service are eligible for a leave of absence commencing with the date of the official orders of the United States Government. Such requests should be made in writing on a form provided by the office of personnel services with a copy of the "orders" attached. Military leaves may be extended for a maximum of three (3) years provided request for extensions made prior to the termination of the current year of leave. Personnel who do not request an extension will be expected to return to their jobs immediately upon completion of their tour of duty. Those who fail to do one or the other will forfeit their jobs. No compensation will be paid during the period of leave and no sick leave or vacation days may be earned.

Employees who are required to attend annual summer training with the National Guard shall not have their compensation or benefits interrupted. A copy of the orders must be available for the supervising office.

C. Political

Requests for leaves of absence for political campaigning shall be made in writing on a form provided by the office of personnel services. No compensation shall be paid during such leave and no sick leave or vacation days may be earned during the period for which leave is granted.

Employees who take leave for political campaigning must return to work immediately upon conclusion of the leave time or forfeit their jobs.

Section II: PERSONAL LEAVE FOR A FULL CONTRACT PERIOD

Leave of absence for personal reasons shall be granted without pay upon request of a teacher who has completed at least one year of service in the Jackson Public School District. Such leave shall commence only at the close of a school year and must extend for one full school year. An extension may be granted for one additional year.

All requests must be made on writing to the office of personnel services on or before June 1, prior to the commencement of the leave. Requests for extension of leave or reinstatement to a position must be made to the office of personnel services in writing on or before March 1 of the year in which the teacher is away on an approved leave. Teachers who do not request extension of leave or reinstatement in compliance with these standards shall forfeit their jobs and their return to the Jackson Public School District shall be only as a new applicant.

Compensation for teachers returning from a leave shall be fixed at the step upon which the salary was based when leave was granted. Seniority in the Jackson Public School District shall also be fixed at the date leave is taken and shall commence only when the teacher returns to duty. Unused sick leave days earned by the teacher shall be available upon return to duty, excluding days earned for partial pay. (GADE, Section VII).

Teachers on leave of absence shall be subject to district reassignment away from the school to which they were formerly assigned.

The term "teacher" shall mean all certified staff employed on a full-time basis in a school, excluding administrative and supervisory personnel.

SOURCE: Jackson Public School District

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