

Adopted: _____

Policy 442
Local Policy

442 General Leave of Absence Policy for Non Certified Staff Members

I. Purpose

To establish a clear and consistent process for employees requesting a general leave of absence that is not covered by legally mandated leave provisions and requires Superintendent approval.

II. Scope

This policy applies to all employees of the school district who seek a discretionary leave of absence for personal, professional, or other non-statutory reasons.

III. Definition

A **general leave of absence** refers to unpaid time away from work for reasons not covered by statutory leave (e.g., FMLA, military leave, jury duty, Minnesota Paid Leave). Examples include personal travel, professional development, civic engagement, major life events that impact daily living under ADA or family responsibilities not qualifying under other leave categories.

IV. Policy Statement

1. Employees may request a general leave of absence for up to 12 weeks in a 12 month period, defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
2. Requests must be submitted in writing to the Superintendent or designee at least 14 days prior to the proposed start date.
3. Final approval or denial rests with the Superintendent.

V. Approval Criteria

The Superintendent will consider:

1. The reason for the leave.
2. The employee's length of service and performance record.
3. The impact on district operations and student learning.
4. Availability of qualified replacement staff.
5. Timing of the leave relative to the school calendar.
6. Past leave history.

VI. Conditions

1. General leave will not be granted for vacations or employment with another organization unless deemed beneficial to the district.
2. Employees on general leave are not eligible for concurrent leave types.

3. Leave time does not count toward probationary status or tenure.
4. Leave time does not count towards accrued PTO benefits. PTO benefits will be adjusted pro rata taking into account the leave period.
5. Holiday pay will not be allotted during the leave period.
6. Insurance continuation during leave is subject to policy provisions and must be paid in full by the employee.
7. Leave dates will be set once approved to allow the district to hire temporary coverage for positions needing personnel.

VII. Return to Work

1. Employees returning from general leave will be placed in a position similar or comparable to their previous role, subject to availability.

VIII. Data Privacy

1. All leave requests will be handled in accordance with the Minnesota Government Data Practices Act (M.S. Chapter 13). Only public personnel data may be disclosed in board agendas or meetings.

References:

- MSBA
- Legal Counsel