

The Board of Trustees of Minidoka County Joint School District No. 331 allows an employee to apply for a leave of absence under the following terms and conditions:

Extended Unpaid Leave

Extended unpaid leaves of absence of a full school year may be granted by the School Board under the following conditions:

1. Leave of absence may be granted for:
 - a. The purpose of continuous advanced study.
 - b. Required military service or emergencies arising in time of military emergency.
 - c. Other such special reasons as may be approved by the Board of Trustees.
2. A minimum of three years in School District No. 331 for a period of 36 weeks in the school year, and a work schedule with a minimum of 20 hours per week is required of all employees prior to making a request for an extended leave of absence.
3. A year's leave of absence does not count as a year of experience on the salary schedule or on professional advancement requirements.
4. Longevity or sick leave credits established at the time of departure on an approved leave of absence shall be restored for the employee after returning to the district. The employee does not accrue sick leave days during a leave of absence.
5. To assure timely consideration, all personnel must request placement in a suitable position by April 1st if he/she wishes to return for the fall term.
6. Upon return of such leave, an employee may be assigned to the same, equal, or mutually acceptable position, if a position is available for which he/she can certify. Said employee has no assurance of placement in the same position formerly held.
7. An option may be available for the employee to continue his/her fringe benefits by paying the premiums during the leave of absence as long as there is a commitment to return to the district and as long as the providers allow such coverage.
8. Long-term unpaid leaves of more than five (5) days per year but less than an entire school year may be granted by the School Board at their next regularly scheduled meeting of the Board.

Long-Term Unpaid Leave

~~Long-term unpaid leaves of more than five (5) days per year but less than an entire school year may be granted by the School Board at their next regularly scheduled meeting of the Board.~~

Short-Term Unpaid Leave/Leave without Pay

~~Short-term unpaid leaves of five (5) days or less~~ Leave without pay may be granted by the Superintendent following approval by the employee's immediate supervisor. In order to request leave without pay, all vacation/personal leave balances must be exhausted.

Unauthorized absences will be subject to deductions and possible disciplinary actions.

Employees should submit requests to the Superintendent for approval prior to the leave.

By allowing leave without pay as discussed in this policy, the Board and the District in no way intend to waive their right to consider an employment position abandoned if the employee does not return as outlined by approved leave without pay request

The Superintendent's acceptance of an ~~certificated~~ employee's request for leave of absence/leave without pay shall be put before the Board for ratification. If the Superintendent or the employee's immediate supervisor denies an unpaid leave request, the employee may appeal this decision to the Board.

LEGAL REFERENCE: Idaho Code 33-1216

ADOPTED: March 17, 1998

AMENDED/REVISED: February 9, 2000, May 19, 2008, July 21, 2008;
March 17, 2011; November 17, 2014;
September 18, 2017