

## Unpaid Leave of Absence Requirements Form

**Purpose:** This form outlines the responsibilities of both the district and the employee when granting a one school year unpaid leave of absence.

### **District Responsibilities:**

**1. Seniority Maintenance:**

- The district will maintain the teacher's seniority number throughout the duration of the unpaid leave of absence.

**2. Reinstatement:**

- The district will allow the teacher to return to the same grade level as a full-time teacher upon their return.

**3. Health Insurance Participation:**

- The district will permit the teacher to participate in any available health insurance program.
- The teacher is responsible for paying both the district's share and their own portion of the premium costs.

**4. Cobra Participation:**

- If applicable under the law, the district will allow the teacher to participate in COBRA continuation coverage at the teacher's expense.

### **Employee Responsibilities:**

**1. Notification of Intent to Return:**

- The teacher must inform the district in writing by February 25, 2026, regarding their intention to return to the classroom for the first contact day of the school year 2026/2027.

### **Acknowledgment:**

By signing below, both parties acknowledge their understanding of the responsibilities outlined above.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

District Representative Name: \_\_\_\_\_

District Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be completed and submitted to the district office for processing. Thank you for your cooperation.