

PROFESSIONAL STAFF LEAVES OF ABSENCE WITHOUT PAY

Please note the supplemental sick leave program referenced in this policy has been suspended.

School District personnel who desire leaves of absence without pay must submit written requests to their respective principals/supervisors. Such request is to contain:

- The inclusive dates of the absence requested.
- The reason(s) for absence in excess of accrued sick leave, supplemental sick leave, vacation leave, and/or allotted personal leave.
- The particular type of leave desired.
- The staff member's statement of intent to return.

Except when, as a matter of law, approval is not required, principals/supervisors will determine if such requests should be approved. If approved by the principal/supervisor, further approval will be requested in accordance with the principal's/supervisor's particular administrative structure.

Requests for any leave of absence without pay, except those for family and medical leaves made pursuant to Policy GCCCA, and for extended military leaves taken pursuant to Policy GCCD, must be approved by the Governing Board.

Staff members will be advised of any and all actions taken regarding the request for leave of absence without pay.

Credit for continuous service will not accrue during the period of leave of absence without pay. *Exception:* Employees on unpaid family and medical leaves pursuant to Policy GCCCA shall be credited with continued service during the period of such leaves to the extent required by federal law.

Involuntary Leave of Absence

The administration may apply to the Governing Board to give a certificated staff member an involuntary leave of absence if the health problems render the staff member unfit for the performance of assigned duties.

Political Leave

Upon written request, certificated employees may be granted political leave in accordance with the following provisions:

- With three weeks' notice, a certificated employee may be granted up to four weeks of continuous leave without pay for the purpose of campaigning for the employee's own election to any public office.
- If not elected to the public office, the employee shall return to the same position held prior to the leave.
- If the certificated employee is elected to the office, the Governing Board may return the employee to the same or mutually agreed upon position until such time that the elected term of office necessitates leaving the teaching assignment.
- Any certificated employee may hold a public office and continue as a certificated employee as long as it does not interfere with the contractual assignment and provided that such continued employment would not result in a violation of law.
- The Governing Board may, from time to time, extend to the certificated employee who is elected to a public office a leave of absence without pay for a period not to exceed one year.
- At the conclusion of the political leave as required by the office to which the employee was elected, the employee may be returned to the same District position, or one mutually agreed upon.

If such leave is granted, all rights provided by the Arizona Revised Statutes and by the policies and regulations of the District for such employees, and all other rights of retirement, accrued leave with pay, salary increments, and other benefits provided by law shall be preserved and available to the employee after the termination of the leave of absence and reinstatement to service with the District, subject to the provisions set forth in Policy GCCC.

Health and Hardship Leave

Upon written request, the Governing Board may permit certificated employees to take leaves of absence without pay for rest, restoration of health, or the alleviation of hardship involving themselves or their immediate families, provided that:

- Leave shall not exceed one year.
- No salary or other compensation shall be paid during the leave of absence. If such leave is granted, all rights provided by the Arizona Revised Statutes and by the policies and regulations of the district for such employees, and all other rights of retirement, accrued leave with pay, salary increments, and other benefits provided by law shall be preserved and available to the employee after the

termination of the leave of absence and reinstatement to service with the District, subject to the provisions set forth in Policy GCCC.

Study or Travel Leave

No leave of absence for study and travel is accorded first-year teachers.

Upon written request, a leave of absence for study or travel may be granted by the Governing Board provided that:

- Leave shall not exceed one year.
- No salary or other compensation shall be paid during the leave of absence.

If leave of absence is granted, all rights provided by the Arizona Revised Statutes and by the policies and regulations of the District for such employees, and all other rights of retirement, accrued leave with pay, salary increments, and other benefits provided by law shall be preserved and available to the employee after the termination of the leave of absence and reinstatement to service with the District, subject to the provisions set forth in Policy GCCC.