

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:

- A. Extended unpaid leaves of absence of two (2) weeks or more may be granted by the School Board under the following:
  - 1. Leave of absence may be granted for:
    - a. The purpose of continuous advanced study.
    - b. Prolonged personal illness.
    - c. Required military service or emergencies arising in time of military emergency.
    - d. 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 is 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.
  
- B. Short term (less than two (2) week(s) unpaid leaves of absence may be granted by the Board. If possible, employees must submit requests to the Board for prior approval. All personal leave must be used prior to consideration of short term unpaid leave. In cases where it is not possible to obtain prior Board approval, such leave must be first approved by the Superintendent or Assistant Superintendent. ~~Curriculum Director or Director of Operations~~. The Board of Trustees must ultimately approve all personal leaves.



**LEGAL REFERENCE:**

**ADOPTED: March 17, 1998**

**AMENDED/REVISED: March 17, 1998, February 9, 2000, May 19, 2008**