

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 leaves of absence of more than five (5) days per 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. 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.

Short-term (5 days or less) unpaid leaves of absence may be granted by the Superintendent following approval by the employee's immediate supervisor. Employees should submit requests to the Superintendent for approval prior to the leave. The Superintendent shall report all unpaid leave to the Board. 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:**

**ADOPTED: March 17, 1998**

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