



**FOREST LAKE AREA SCHOOLS  
FOREST LAKE, MN 55025**

**March 31, 2011**

**AGENDA ITEM: 10.3**

**TOPIC: Leave of Absence Policy 415**

**BACKGROUND:** Administration is recommending the one change noted on the attached policy to better accommodate teacher staffing decisions in the future.

**PROCESS:** The School Board Policy Committee has reviewed this policy. It is now being presented to the School Board for review with the change noted.

**RECOMMENDATION:** First reading of this policy.

LEAVE OF ABSENCE

Requests for leaves of absence not covered in the Master Agreement shall be made to the School Board via the Superintendent. Approval of such requests will be based upon the individual merits of the request.

A leave of absence without pay will be considered for the following purposes:

- A. Study towards an advanced degree.
- B. Teaching in a foreign country.
- C. Election or appointment to a governmental office.
- D. Accompanying spouse on a temporary assignment out of the area.
- E. Other purposes approved by the School Board

OTHER CONDITIONS:

1. A minimum of five consecutive years of teaching in the District shall be required to qualify for a leave of absence without pay, with the exception of military or maternity leave.
2. Leave of absence requests for the purpose of exploring other employment will be given low priority if requested after June 1.
3. When a leave is approved, the District may require specific information from the employee during the duration of the leave substantiating the intent of the original request.
4. Teachers receiving a leave of absence must notify the Superintendent by ~~March 1~~ **February 1** of the following year, indicating whether they will be returning, opting to seek an additional year of leave, or terminating employment with the District.
5. A leave of absence will not be approved for an individual to teach as a tenured teacher in another district.
6. Leaves of absence without pay will be for one year and contingent upon finding a suitable replacement.

APPROVED BY POLICY COMMITTEE: 3/13/95  
 ADOPTED: 4/4/95  
 ADOPTED: 8/2/07