

**BEMIDJI AREA SCHOOLS
BEMIDJI, MINNESOTA**

DATE : FEBRUARY 22, 2016
TO : BOARD OF EDUCATION
FROM : JORDAN HICKMAN, DIRECTOR OF HUMAN RESOURCES
SUBJECT : REQUEST FOR EXTENDED LEAVE: DIANE HAZELTON

COMMENTS:

Diane Hazelton, elementary education teacher at Horace May Elementary, wishes to secure approval from the Board of Education for a Five Year Extended Leave of Absence under the provisions of M.S. 122A.46 (Teacher Mobility). Ms. Hazelton's request is for August 29, 2016, through June 30, 2021.

In the past, the Board of Education has approved all requests for this leave up to a total of ten (10) on leave at any one time. With this request we will have a total of six employees on extended leave.

Your approval is required for this request.

Once the leave is approved, the employee involved has the following rights:

1. The right to be reinstated to a position for which she is licensed at the beginning of any school year after the first year of the extended leave of absence, unless (a) she is discharged, (b) she is placed on unrequested leave of absence, (c) her contract is terminated pursuant to M.S. 122A.40 or 122A.41 while she is on extended leave, or (d) she does not advise the Board of her intentions to return before February 1 in the school year preceding the year in which she wishes to return.
2. The right to retain seniority and continuing contract rights as though she had remained in the District.
3. The employee is required to pay the employee and employer share of TRA. The school district can pay the employer share if it chooses to do so.