

## **FACULTY AND STAFF LEAVES OF ABSENCE**

Leaves of absence may be granted by the board of education upon recommendation of the superintendent of schools. All requests for leaves of absence must be made in writing directly to the superintendent of schools. The term of the leave of absence will be recommended at the board meeting and a letter stating the conditions of the leave will be given to the employee with a copy being in the office of the superintendent.

The board of education in granting a leave of absence to an employee, signifies its intention to re-employ him/her at the end of the leave period, provided:

1. There is an existing vacancy for which he/she is qualified.
2. The employee complies with all requirements for re-employment.

The employee who has been granted a leave of absence and wishes to return to the school system must contact the superintendent of school by March 1 of the year in which he/she expects to return to the system for the fall term.