

1 Joint School District No. 2, Meridian

2  
3 STAFF PERSONNEL

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5 Series 400

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7 Policy Title Leave of Absence Without Pay

Policy 403.12

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10 LEGISLATIVE LEAVE

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12 Any employee may request a leave of absence for the purpose of serving in the State  
13 Legislature.

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15 CERTIFIED:

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17 Certified employees granted legislative leave will have their salaries reduced by 50% of  
18 their daily rate of pay based on the number of days on leave. The maximum total  
19 deduction will not exceed the annual salary paid to legislators.

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21 While on legislative leave, the individual will continue the oversight of their contractual  
22 responsibilities as determined by his/her supervisor. For example, a teacher's  
23 responsibilities may include:

- 24 1. student achievement  
25 2. the development of daily lesson plans  
26 3. meeting with the substitute on a weekly basis  
27 4. the calculation and reporting of student grades  
28 5. communication with parents

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30 ADMINISTRATIVE

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32 Administrators granted legislative leave will have their salaries reduced equal to the  
33 gross amount of the annual salary paid to legislators.

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35 While on legislative leave, the administrator will continue to maintain full responsibility for  
36 their administrative position. Daily contact at the individual's work location must be  
37 maintained. Appointments and meetings that are critical to the administrator's position  
38 must take precedence over legislative work.

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40 CLASSIFIED

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42 Classified employees will not receive pay during legislative leave. The district will  
43 continue to pay benefits while on legislative leave.

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45 MILITARY LEAVE

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47 The Uniformed Services Employment and Reemployment Rights Act (USERRA) is a  
48 federal law protecting the job rights of persons who leave their jobs voluntarily or  
49 involuntarily to undertake military service or service in the National Disaster Medical  
50 System. USERRA affects employment, reemployment, and retention in employment,  
51 when employees serve or have served in the uniformed services. 38 U.S.C. § 4301-  
52 4334.

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54 Employees who are members of the National Guard or other military reserve units are  
55 entitled to leave without pay for the purpose of participating in training or deployment  
56 activities. Written requests for military leave shall be submitted to the building principal  
57 immediately after notification of status by the Guard or Reserve. In the event that district  
58 daily compensation exceeds military daily compensation, the National Guard and  
59 Reserve unit personnel are eligible for limited compensation to the difference between  
60 the taxable income they receive from the Guard and Reserve while on approved military  
61 leave and their school district pay. This compensation is limited to a maximum of three  
62 (3) weeks per year. In the event that military pay exceeds district pay, the employee will  
63 not receive district compensation. Military leave beyond three (3) weeks shall be leave  
64 without district pay.

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70 Date of Revision:  
71 2/26/2008

Legal Reference: Code of Idaho  

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