

1 Joint School District No. 2, Meridian

2
3 CERTIFIED STAFF PERSONNEL

4
5 Series 400

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7 Policy Title Leaves of Absence Without Pay Code No. 401.40

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10 HEALTH LEAVE

11 Upon written request, the board of trustees may grant a leave of absence for personal or
12 family health reasons. Health leave shall be for a maximum of one (1) year. A certified
13 employee who is granted health leave will not be guaranteed a specific position and is
14 only guaranteed a certified position, subject to the RIF policy.

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16 CONTRACT LEAVE

17 Upon written request, the board of trustees may grant contract leave for a minimum of
18 one (1) semester and a maximum of one (1) year.

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20 Certified employees are eligible for contract leave after completing five (5) consecutive
21 years of full time service without another unpaid leave of absence. The use of contract
22 leave of any length requires that the employee complete another five (5) years of full
23 time service before becoming eligible for another contract leave.

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25 Contract leave will not be granted for employment by another school district.

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27 Not more than ten percent of the certified employees in any given building may be
28 granted contract leave at any one time.

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30 A certified employee who is granted contract leave will not be guaranteed a specific
31 position and is only guaranteed a certified position subject to the RIF policy.

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33 GENERAL INFORMATION

34 Certified employees on unpaid leave must submit in writing prior to February 1st their
35 intent to return to the district the following year.

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37 Unpaid leaves of absence may only be granted for one (1) complete school year.

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39 A certified employee on an unpaid leave of absence retains existing contract status and
40 sick leave accumulation as of the date the leave begins. Further accrual does not take
41 place while on leave.

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43 While on leave the employee has the right to continue the insurance coverage at the
44 employee's expense.

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46 Certified employees on unpaid leave do not qualify for reconciliation.

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49 Date of Revision:
50 8/12/02

Legal Reference: Code of Idaho
46-224