

COLCHESTER SCHOOL DISTRICT**POLICY: LONG TERM LEAVES OF ABSENCE WITHOUT PAY****DATE ADOPTED:** November 7, 2023**POLICY STATEMENT**

The school board recognizes that there may be occasions when an employee may wish to request a long-term leave of absence without compensation (salary, benefits, and seniority). All long term leaves of absence without pay requests must be submitted in accordance with applicable master agreements. Leave requests must be in writing and submitted to the Superintendent stating the purpose of the leave of absence, rationale supporting the request, and any other information that may be helpful to the board in making a determination as to whether the leave is warranted.

Long-term leaves are not an entitlement and they may be granted at the sole discretion of the board. The board may authorize the leave request when it deems such leaves to be reasonable and/or beneficial to the education programs within the District. An approved long term leave of absence without compensation shall be limited to one school year. Upon returning from a leave the employee may or may not be given the same assignment they had prior to the leave.

Last Reviewed: October 20, 2015
Date Warned: September 29, 2023
First Reading: October 3, 2023
Second Reading: November 7, 2023