

**COLCHESTER SCHOOL DISTRICT****POLICY: LONG TERM LEAVES OF ABSENCE WITHOUT PAY****DATE ADOPTED:** October 20, 2015**POLICY STATEMENT**

The school board recognizes that there are occasions when an employee may need a long-term leave of absence without compensation (health, parenting, family, personal, continuing education, humanitarian, etc.). 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. The board will also determine the value of the leave to the district for educational purposes. Approved leaves shall be limited to one school year and depending on the availability. Upon returning from a leave the employee may or may not be given the same assignment s/he had prior to the leave.

Leave requests must be in writing and submitted to the Superintendent (through the principal) stating the purpose of the leave of absence, any rationale supporting the request, and other information helpful to the Board in making a determination as to whether the leave is warranted. Applications must be submitted in accordance with any master agreements.

Date Warned: September 11, 2015  
First Reading: September 15, 2015  
Second Reading: October 6, 2015  
Third Reading: October 20, 2015