Sparta Area School District

Article 304 - Leave of Absence

It is the philosophy of the Board of Education that staff have a primary commitment to the 190 day school calendar. Adequate provisions are provided for appropriate leaves of absence. Vacations should be planned so as to not interfere with the instructional program of the schools.

The Board of Education may grant a leave of absence upon request without pay for travel, education, medical or other acceptable reason to any regular employed staff member. Should such leave be granted, it shall be without salary. Upon re-employment, all leave benefits and prior placement on the salary schedule will be reinstated.

Application for Leave of Absence:

The employee shall make written application for such leave as soon as it is known by the staff member but not later than five days prior to the start of the leave unless there is a medical emergency.

The exact date for the start of the leave will be decided upon by the Board of Education and will consider the pupils and availability of substitutes.

Duration of Leaves of Absence:

Leaves of absence shall be for a period not to exceed two (2) full years beyond the date of which such leave becomes effective.

Leaves granted under this article will provide the employee with the guarantee of reemployment in the first position "open" for which they are qualified. Qualified reduced-in-time employees will take precedence in reemployment over those who have elected a leave of absence. Reemployment rights for staff returning after an approved leave will continue for twelve (12) months from the staff member's desired return date. Staff on leaves of absence have a responsibility to contact the employer 30 days prior to the expiration of the approved leave of absence to confirm their availability to return to employment, extend the leave of absence or resign. The employee should ensure contact information is kept current during the leave of absence.

Legal Reference:

Cross Reference: Article 327 – Extended Personal Leave
Article 303 – Medical Leave

Approved:

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