

Downey Unified School District

CERTIFICATED PERSONNEL

ABSENCES - PROVISIONS APPLICABLE TO ALL LEAVES

MAR 4150

A leave of absence is an extended absence from duty for a prescribed period of time specifically authorized by the Board of Education.

Leaves shall not exceed one year in duration, although extensions may be granted for a total of three years at the discretion of the Board of Education.

Written requests for leaves of absence shall be routed for approval or disapproval through the employee's immediate supervisor. The request must specifically state the reason for the request and the duration of time desired. The Assistant Superintendent, Personnel Services, shall present the request to the Superintendent for presentation to the Board with a recommendation for approval or disapproval, giving reasons for such recommendation.

Employees given leaves of absence shall sign an agreement that the Board will be given written notice of their intention to return at least two and one-half months prior to the termination date of the leave. Failure to so notify the Board shall be deemed to constitute a resignation on the part of the employee; such resignation may be accepted by the Board at any time within 20 days after the due date of the required notification by the employee. At least 10 days before the notice is due, the Assistant Superintendent, Personnel Services, will remind the employee of his/her obligation by certified letter.

A leave of absence granted to a probationary site administrator shall not affect the continuity of service required for the acquisition of seniority, nor shall it affect the tenure status of permanent employees.

Time spent on leaves of absence without pay shall not count toward salary step advancement nor for fringe benefit accrual, except as herein provided.

Other requests for necessary or voluntary leave for reasons not specified in these regulations will be considered by the Board from the standpoint of value to the District, urgency of the request, and the employment record of the person making the request. Leave sought for personal convenience or pleasure of the employee may be granted without pay, or denied.