



## Board Policy 224 Management Uncompensated Leave (Long Term Leave of Absence)

*Reference: Education Code 24930; 87763; 87764*

It shall be the policy of the Board to grant leaves of absence without compensation or benefits for professional or personal reasons, for a period which normally shall not exceed one year, but which may be extended in situations of special need without compensation or benefits. The granting of such leave shall be contingent upon the ability of the District to make satisfactory replacement arrangements for the period of leave.

Management employees on leaves of absence shall signify in writing by March 15 (or by November 15 in the case of leave for the fall semester only) their intent to return to duty the following semester or shall at that time request an extension of leave.

In all cases, a formal request by the District to submit such a letter shall be sent to the employee by registered mail on or before February 1 or October 1, whichever date applies. Failure on the part of the employee to submit a statement of intent by March 15 (or November 15) shall constitute a determination by the employee that he or she does not wish to return to the District's employ; and, in such cases, the District should consider the employee's services at an end and shall be fully justified in seeking a full-time replacement.

The period of leave under this policy shall not be considered a break in continuity of service in qualifying for a sabbatical leave, but shall not be counted as part of consecutive service required for sabbatical leave, nor for step advancement on the salary schedule.

Board approval date: \_\_\_\_\_