

I. FUNERAL

Employees may be excused without loss of pay, by their immediate supervisor, for a period up to three hours, to attend funeral services of someone who is not an immediate family member, provided no substitute is required.

If a substitute is required, or the absence is greater than three hours, the employee must request the appropriate type of leave prior to the funeral.

II. MATERNITY/PARENTAL

Addressed as part of the Family Medical Leave Act (FMLA)

III. ADVANCED STUDY

An employee who has been employed by the District for five (5) or more years immediately preceding the request for leave is eligible to receive advanced study leave without pay.

Prior to returning to employment to a position as indicated in the letter of leave approval, the employee must provide verification of advanced study by submitting to the Superintendent an official transcript indicating the earning of no less than nine (9) hours per semester or eighteen (18) hours per year.

IV. POLITICAL

Upon request with advanced notice, the superintendent may grant an employee political leave without pay to campaign for election or serve in public office. If the leave is for an entire school year, the employee will be returned to the position held but if the leave is only for a portion of the year the employee will be returned that school year only if a vacancy exists for which the employee is qualified or if a mutually agreeable arrangement has been made and approved by the superintendent.

Employees wishing to take this leave should assume full responsibility for all personal insurance costs/coverages.

V. PUBLIC SERVICE

Employees appointed or elected to other than full time government office, boards or commissions may be granted leave without pay not to exceed a total of two (2) days per month for required service. This does not include service on Public Education Department committees, task forces, etc., which would fall under professional leave.

Public service leave is not cumulative and is subject to the approval of both the supervisor and superintendent.