

## LEAVES OF ABSENCE: UNPAID LEAVE

Certain full-time administrative and supervisory personnel are eligible for requesting an unpaid leave of absence not exceeding the number of calendar months for which the employee is scheduled to work.

A request for an unpaid leave of absence shall be made on the appropriate form, and such application shall be reviewed by the superintendent or the superintendent's designee. The request will then be presented to the Board of Education for approval.

When an employee returns within the leave period, he/she shall be employed in the salary range held at the time the leave commenced with all rights and privileges restored. Such employee shall be returned to the same position, if available and vacant, or to a comparable assignment.

Any administrative, certified (licensed) or classified employee eligible for leaves of absence may request an unpaid leave of absence for any of the following reason subject to the rules and regulations prescribed for each by law or in the applicable handbook or professional agreement:

### I. Illness

An eligible employee shall meet with the building principal or the immediate supervisor and mutually determine the probability of the employee's continuing employment during the time health disabilities are being corrected. The employee shall be apprised of all benefits providing the employee's physician recommends discontinuance of service during the correction period.

All employees shall have: (1) the benefits of all accumulated sick leave, (2) health insurance benefits, if eligible, and (3) disability benefits under the Kansas Public Employees Retirement System.

An extended unpaid leave of absence may be granted by the Board of Education to employees who are unable to return to work due to documented medical reasons. Such employees must have a minimum 20 years' service as a USD 501 employee and must be eligible for KPERs disability retirement and receiving monthly benefits therefrom. Such employees will be eligible to participate in the school district's group health insurance plan as defined in Policy No. 4500, Hospitalization Coverage, but will not be eligible for the school district's early retirement benefits.

### II. Study or Travel

An eligible employee who intends to spend one year or more in study for an advanced degree, or to accept a fellowship involving foreign travel, or who desires to engage in other experiences involving professional improvement must resign and notify the office of Human Resources in writing prior to April 1 of a given year unless a leave of absence is granted.

**LEAVES OF ABSENCE: UNPAID LEAVE (Continued)**

**III. Military**

Eligible employees who are drafted, enlist, or are called to active duty while under contract must furnish written notification to the general director of human resources immediately upon knowledge of call to active military duty.

An employee who was drafted, enlisted, or was called to active duty while under contract shall be given his/her respective assignment or one comparable to it providing such an assignment is available and application made within 90 days after the date of release from military service. The employee shall be eligible for benefits in accordance with other certified employees under this regulation.

**IV. Parental Leave**

An employee may be granted a leave of absence without pay for the purpose of prenatal care or for the purpose of childcare upon the birth or adoption of a child into a family. Such leave may commence at any time and may extend through the end of the current contract year.

**V. Kaw Area Technical School/Washburn University Merger Leave**

Any full-time Kaw Area Technical School (KATS) employee, employed as of the effective date of any approved KATS merger with Washburn University, who will qualify for early retirement within five (5) years after July 1, 2008 shall have the option to request a leave of absence for up to five (5) years, but in no event beyond July 1, 2013, in order to work for Washburn (or Washburn's contractor) at KATS. Upon expiration of this leave of absence, the employee may return to employment by the Topeka Public Schools to any then-vacant job for which they are then qualified to be employed. Upon reinstatement, the employee's accumulated sick leave and vacation leave as existed on the date the leave of absence was granted shall be reinstated and the employee's years of service to Washburn while on leave of absence will be counted toward the employee's qualification for early retirement benefits.

**VI. Sick Leave - Noneligibility**

Employees on all leaves of absence, for reasons other than illness, are not eligible to use any accumulated sick leave benefits.

**VII. Reinstatement of Benefits**

- A. An employee returning from any leave of absence shall be given preference for employment over a new hire in the area of competence and certification.
- B. An employee returning to work at the expiration of a leave of absence due to illness or

**LEAVES OF ABSENCE: UNPAID LEAVE (Continued)**

**disability must furnish the office of Human Resources a statement from a licensed physician that the employee is physically and mentally able to resume the duties of the position.**

- C. Credit will be given for all accumulated unused sick leave.**
- D. The employee shall receive the same salary held at the beginning of the leave of absence or agreed increases.**
- E. Credit shall be given any experience in a similar or like position during the absence after evaluation and acceptance by the office of Human Resources.**
- F. If such employee had tenure rights in accordance with K.S.A. 72-5403 et seq., as amended, prior to being granted a leave of absence, such tenure rights shall be restored upon reinstatement.**