

Policy 4225 Leave Without Pay

Leave Without Pay

Staff members must use all accumulated **sick** leave in order to receive disability benefits. All staff members must use accumulated leave prior to taking unpaid leave.

A staff member who has exhausted all accumulated leave but is unable to return to work for medical reasons or to care for an immediate family member (defined below) shall retain district paid benefits for a period of not more than two-months of unpaid leave. At the end of two-months of unpaid leave, the employee will no longer qualify for the district's benefit plan at which time the employee will receive information on and will be eligible for health insurance through COBRA at the employee's expense. Other benefits including but not limited to dental, and short-term and long-term disability are included in this policy.

1. A deduction of employee's salary will occur at a per-diem rate calculated using the number of contracted days (employee specific) for each day of unpaid leave.
2. Once unpaid leave begins, the employee will continue to receive district paid health insurance and other district benefits for a period of two months as long as the leave is for one of the following reasons:
 - a. personal illness or injury,
 - b. illness or injury of a child, step-child, adopted child, a parent, step-parent, parent-in-law,
 - c. illness or injury of a spouse or significant other, or
 - d. a medical reason for a family member other than those indicated above with approval of the superintendent.
3. Individual days of unpaid leave will count towards the two-month total per year.
4. Unpaid leave for any reason other than those indicated above will require the employee to reimburse the district at the per-diem rate for all benefits.

Date Adopted: August 14, 2020

Revised on: April 11, 2022