

G-27 LEAVE OF ABSENCE

Tenured, certified personnel may be granted leaves of absence without pay for periods of up to one (1) school year. Additional leave may be granted only in extenuating circumstances and upon recommendation of the Superintendent and approval of the Board as provided by law. A leave of absence may be granted for health, professional study or other justifiable reasons. If a person on an approved leave of absence assumes a full-time position, he/she should notify, in writing, the Superintendent of the reasons why the leave of absence should not be rescinded. A leave of absence shall not affect a teacher's tenure status, accumulated sick leave or retirement.

Teachers desiring leaves of absence shall file a request in writing with the Superintendent. Decisions on such requests shall be made by the Board. Insofar as circumstances permit, an employee, after leave has ended, shall be assigned to a position similar to the position previously held but not necessarily the identical position. Any assignment must be one in which the teacher is certified according to the certification requirements established by the State Board of Education.

A teacher wishing to return from a leave of absence shall notify the Superintendent, in writing, no later than 90 days before the desired date of return. Teachers may return from a leave of absence at the beginning of the school year or the beginning of second semester.

ADOPTED: May 11, 2004

LEGAL REF: Code of Alabama 16-24-13