

Integrated Day Charter School

Governing Board



Policy Series: 4000

Policy Number: 4152.3/4252.3

## Personnel

### Childbearing Leave

Childbearing leave shall be granted as required under the Family Medical Leave Act (see policy 4152.6/4252.6). Childbearing leave requests for certified staff will comply with the terms of the negotiated collective bargaining agreement. Otherwise, requests for childbearing leave shall comply with the following policy:

#### Additional Leaves of Absence

Regular full time employees may take a non-FMLA leave of absence only with the prior written permission of the Director. Generally, a leave of absence may be granted for additional education, **child rearing** or training.

Regardless of the length of reason for your leave, you will be expected to return as soon as the leave expires, without having accepted interim employment. If you do not return when the leave is over, or if you accept other employment during this leave, you will be considered as having voluntarily left the School.

You will not receive a salary during a leave of absence, but the leave will be included in your period of continuous employment. However, the usual PTO credits will not be earned during the leave. Arrangements can be made to continue your life and health care insurance at your expense for a limited period of time.

When you return to work a reasonable effort will be made to return you to your former job or a position of like pay and status. We cannot, however, guarantee that you will receive the job or salary which you held prior to your leave of absence. If no suitable position is available when you are ready to return to work, you will be placed on the preferred hiring list.

Except with illness, you should have all leave time approved in advance by the Director/Department Head. You should make your request in writing using the computerized scheduling program in Outlook or other scheduling system that may be in use. The Director/Department Head will approve or reject the request in the same program. You are also responsible for keeping the supervisor in charge on your job(s) aware of your approved leave times.

You should submit the request as much in advance as possible.

You should request paid leave only if you have already accrued the time. You cannot request paid leave in advance of accrual. Approval of the requested leave time is authorization to take the time earned only; it does not authorize an exception to leave accrual policy.