



Leaves of Absence

Personnel
Policy
4007

Policy Statement

- Employee leaves of absence shall generally be governed by state law and negotiated contracts. Leaves of absence other than those provided for by law and contract shall be granted only in unusual circumstances.
- Professional staff members requesting a leave outside those provided are encouraged to request at least one semester to minimize educational disruption.
- Appropriate salary adjustments shall be made for all leaves granted outside those authorized by contract or law.
- The Superintendent is authorized to grant extraordinary leaves of up to ten days. Such leaves longer than ten days require Board approval.
- When possible, any leave request should be made 30 days prior to the time requested. In emergency situations, a notice of three business days is required.
- Requests for FMLA (Family Medical Leave Act) leave must be supported by a physician's statement. Additional medical opinions may be required at the District's expense.
- An instructional employee who is foreseen to be on an intermittent or a reduced schedule for more than 20 per cent of the working days of the leave period may be required to take leave for the entire period or transfer temporarily to an available position with equivalent pay and benefits which better accommodates recurring periods of leave.
- FMLA Leave shall run concurrently with available sick or vacation leave, worker's compensation leave, and short-term disability. FMLA leave maintains preexisting group health insurance coverage and restores most employees to the same or equivalent position at the conclusion of the leave.
- Requests for leave for the purpose of staff development and training require completion and approval of the appropriate travel request form prior to the absence.
- Principals and administrators shall ensure that employees understand this policy and shall refer technical questions regarding leaves and benefits to the Office of Human Resources.

Definitions

Responsibility

The Superintendent shall be responsible for compliance.

References

14 Del. Admin. Code §§1318-1320, 1325, 1327, 1333
29 Del. C. §§5105, 5113, 5116, 5905
29 CFR Part 825 (2000)
CFR Parts 35 (2000), 1630 (2000)
USC §§2601-2654, 12101-12213
Americans with Disabilities Act of 1990

	Family and Medical Leave Act of 1993	
	Related Policies: 4009 Schedules, Salaries and Benefits	
Adoption Date	07/17/1985	
Revision/ Reapproval Date		