

TENTATIVE AGREEMENT

10.2 Unpaid Leave for Personal Reasons

With the exception of the following categories, unpaid leave for personal reasons will be granted only in rare and unusual circumstances. Normally an employee will be eligible for unpaid leave for personal reasons after the employee has exhausted all personal or annual leave in accordance with Article 10.4.

a. Child Care Leave

1. Employee Not Qualifying for FMLA/AFLA


- a. An unpaid leave may be requested and shall be granted to an employee for the purpose of caring for a newborn or newly adopted child. The unpaid leave for a newly adopted child may include such time as may be necessary, as approved by the Superintendent, to finalize the adoption and/or to have the child placed in the care and custody of the adopting employee.
- b. Requests for child care leave shall be made thirty (30) days prior to the expected date of the birth or adoption. If the date of birth or adoption requires leave to begin in less than thirty (30) days, the employee shall provide notice as soon as practicable.
- c. Child care leave shall begin when the child is born or received unless the employee is eligible for sick leave under this Agreement, in which case child care leave will begin following the period of sick leave.


2. Employee qualifying for FMLA/AFLA

- a. An unpaid leave may be requested and shall be granted to an employee for the purpose of caring for a newborn or newly adopted child. The unpaid leave for a newly adopted child may include such time as may be necessary, as approved by the Superintendent, to finalize the adoption and/or to have the child placed in the care and custody of the adopting employee.
- b. If the employee requesting child care leave is considered an eligible employee under FMLA, the District will maintain the employee's health insurance coverage consistent with the FMLA, for up to twelve (12) weeks of the child care leave.
- c. Spouses who are both employed by the District will be limited to a combined total of twelve (12) weeks of paid health plan coverage within any twelve (12) month period, for purposes of leave taken for child care.

b. Leave for Academic Study or Work Experience

Leave requests for academic study, formal or informal, or work experience related to specific employment areas must be submitted to the Human Resources Department sixty (60) days prior to the beginning date for which the leave is requested. An employee must have three (3) consecutive years of employment in the District to be eligible to apply.

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 Ivory McDaniel-Ilgenfritz 1/13/2023
 District Chief Spokesperson Date


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 Mary Ward 1/13/2023
 ESSA Spokesperson Date

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Requests for leave will be accompanied by a plan which outlines a formal study program, informal activities or encounters or work experience which the employee feels will educationally benefit both the District and himself/herself. This plan is subject to the discretion and approval of the Superintendent. Upon return from leave the employee must submit evidence of the successful completion of his/her approved plan. The leave shall be for up to one (1) year, but not less than thirty (30) calendar days.

c. Leave to Hold Elected Office

Requests for leave of absence to hold elected office must be submitted by the employee by the date of required filing to run for public office. Upon return from leave the employee must submit evidence of the completion of the term of office.

d. Long-Term Unpaid Leave

An employee with three (3) years of consecutive employment with the District may request leave for a period of one (1) year. For a school term employee the request must be made at least sixty (60) days before the requested start date for the leave and before the employee's last day of work for the school term. For all other employees, the request must be made at least sixty (60) days in advance of the requested start date for the leave. The decision to grant such leave shall be at the discretion of the Superintendent whose decision shall be final.

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