

## **Instructional Staff Extended Leaves of Absence**

After working in the Dolores School District for five consecutive years, a teacher may apply for a year's leave of absence without pay for personal reasons or for professional growth.

For a leave of absence request to be considered, the teacher shall present to the Board of Education an application requesting such leave prior to March 15<sup>th</sup> of the current school year. The application shall be accompanied by recommendations from the principal and superintendent setting forth their reasons for supporting or not supporting the request. The Board shall act on the request prior to April 15<sup>th</sup>.

If the leave is granted, the teacher may receive insurance benefits to which he is entitled, by payment of the monthly premiums for the duration of the leave.

The teacher shall receive no salary from the district for the duration of the leave nor any guarantee that the same position shall be available upon returning to the system.

Prior to March 1<sup>st</sup> of the year of leave, the teacher shall inform the Board by letter of intent of his intention to return to the district the following year. If no letter of intent is received, the district shall assume no obligation for the teacher's future employment.

The teacher may request return to his regular position upon return from the leave, such request being contained in the letter of intent. Should other grade levels or subject areas be available, the returning teacher may request consideration for one of the positions. For the year following the leave, the teacher's position on the salary schedule shall be that position which he would have attained for the year had leave not been granted.

No more than one secondary leave and one elementary leave shall be granted annually.

Adopted: prior to 1987

Revised: May 1987, April 1989, May 12, 2025