

Human Resources

August 6, 2020

TO: Members of the Board of Education
THROUGH: Douglas Bissonette, Superintendent
FROM: Kin Shuman, Director of Human Resources
SUBJECT: Requests For Leaves of Absence

The following ESD employees have indicated that they are unable to work in person due to the potential impact of COVID-19 on them or a member of their family. Each has provided medical information to support their request.

Four employees are being granted leave for the first semester of the 20-21 school year. The 5th employee's physician has initially requested that she be off through October 2020.

Human Resources supports these requests and asks the board to approve them. The employees are:

Lindly Otte – Special Ed Para – RCE

Wayne Otte, - Teacher – RCE

Lori Williams Martin – Teacher – EMS

Kelly Martyniak – Teacher – EMS

Cecilia Martinez – Special Ed Para – EMS

Attached is a copy of the district's leave of absence policy. Due to the unexpected COVID-19 pandemic, the March 1 deadline required in the policy would not be enforced.

Instructional/Administrative Staff Extended Leave

Application

- A. Application for leaves of absence are to be submitted in writing to the Superintendent of Schools. Application for leaves of more than ten days must be submitted to the Board of Education no later than March 1st of the school year preceding the year of the request for leave of absence.
- B. Each individual request will be evaluated according to its benefit to the students, organization, and/or community.
- C. A leave of absence may be granted only by the Board of Education.

Benefits

- A. When a leave of absence for more than ten days is granted, sick leave and vacation privileges will not continue to accrue.
- B. A period of leave of absence for more than ten days will not be credited for service advancement on the salary schedule.

Duration

A leave of absence may not exceed one year.

Eligibility

- A. Certificated employees may apply for a leave of absence after having gained non-probationary status.
- B. Exceptions may be made with the approval of the Board of Education.

Reasons for Leave of Absence

All leaves of absence should be initiated because they provide direct benefit to the students and the school district.

Reinstatement Application and Placement on Salary Schedule

- A. Written application for reinstatement following a leave of absence for more than ten days must be made by March 1st of the school year that the employee is on leave and should indicate the intention of the employee to return or reject their assignments for the fall appointment.
- B. Employees returning from a leave of more than ten days for any of the above reasons shall be placed in the step of the salary schedule they had obtained at the time they were granted the leave unless otherwise provided by the Board of Education at the time the application was granted.

Return

Employees returning from a leave of absence of more than ten days are not guaranteed the same position held at the time of leaving; however, they will be assigned to a position for which they are qualified.

Adopted October 21, 1993

Revised October 5, 1994

Revised April 6, 2000

CROSS REF.: GBGF Federally-Mandated Family Leave