

LEAVE WITHOUT PAY

The Jefferson Davis Parish School Board may grant leaves of absence without pay for periods not exceeding one (1) year to any full-time employee who requests such leave in writing when such leave is in the best interest of the school system. Leave without pay for medical illness or injury shall be granted only after all paid time off sources are exhausted, including sick leave and/or extended sick leave.

Requests for leave of absence without pay shall be submitted to the Human Resources Department, in writing, at least fifteen (15) days prior to the effective date of the leave, whenever possible.

The granting of such leave shall be with the intention of both the employee and the school district that the employee returns to the same position he/she left. The School Board may reassign an employee taking leave without pay to a teaching, administrative, or similar position within the person's area of certification or job responsibility if a vacancy occurs. Such reassignment shall be effected in accordance with the School Board's transfer policy and procedures.

An employee who is absent from work and who has exhausted all approved leave time shall be considered to be on unauthorized leave, unless, in advance of such absence, he/she requests a leave of absence without pay and permission is granted by the School Board. An employee on unauthorized leave of absence shall receive no pay for those days which constitute unauthorized leave. An employee on unauthorized leave may be subject to dismissal. Authorized leave without pay is not to be interpreted as days to be used for temporary absences for personal reasons.

An employee on leave without pay shall not earn retirement credit for those days missed. Additionally, an employee who is on leave without pay shall not accrue annual leave or sick leave during an approved leave.

An employee on approved leave without pay shall notify the Human Resources Department at least twenty (20) working days prior to the end of the granted leave of the intention to return to active employment. A fitness-for-duty certificate from the employee's physician shall be required.

Persons may not return from leave of absence without pay prior to the date state on the application for such leave.

OTHER ACCEPTABLE REASONS FOR TAKING LEAVE WITHOUT PAY

In addition to circumstances mentioned above, leave without pay may be granted by the School Board for the following reasons:

1. Extended Illness or Recuperation

- A. The request shall be substantiated by a physician's statement which must state the inability of the employee to work at any type of employment during the leave.
- B. Leave for extended illness or recuperation may be requested only after regular, accumulated, and extended sick has been exhausted.

2. Professional Study or Advancement When Not Eligible for Sabbatical Leave

- A. An employee on leave without pay for professional study or advancement must enroll as a full-time student as designated by the college or university.
- B. Leave without pay for professional advancement or study shall not be granted immediately following a sabbatical leave.

3. Extenuating Circumstances:

In certain unusual or unavoidable circumstances, leave without pay may be granted to an employee who submits conclusive proof of serious need to be absent temporarily from his/her position. Such leave, however, cannot be granted following a sabbatical leave.

CONTINUATION OF GROUP HOSPITALIZATION

Employees granted leave without pay may continue to participate in the School Board's Group Hospitalization Insurance. The School Board shall only pay its share of health insurance for an employee on leave without pay who need for leave has been medically documented by a physician.

RETIREMENT BENEFITS

Any leave without pay can adversely affect retirement benefits since no retirement contributions will be made by the employee or employer.

Violation of this policy shall result in the termination of employment from the school district.

New policy: September 21, 2023

Ref: La. Rev. Stat. Ann. 17:81, 17:1186; Board minutes, 9-21-23.