



Leave of Absence

The following is a breakdown of the key points of Marengo County Board of Education's policy for a leave of absence:

1. **Leave Duration and Extensions:** Employees can be granted a leave of absence for a period of one year for justifiable reasons. The Board has the discretion to extend this leave for a second year without the employee losing their continuing service status.
2. **Notification of Intended Leave of Absence:** An employee must submit in writing a letter explaining his or her justifiable reasons for requesting a leave at least 30 days prior to the expected start date of leave. The leave of absence will be granted upon board approval.
3. **Unpaid Leave:** The leave of absence is unpaid.
4. **Return to Comparable Position:** Upon approval of the leave, the employee is entitled to return to a position of comparable prestige and salary to the one held before the leave was granted.
5. **Notification Requirement:** Teachers intending to return from leave must notify the Superintendent in writing no later than 180 days before their desired return date, which should be at the beginning of the next school term.
6. **Failure to Notify:** If the employee fails to properly notify the Superintendent within the specified time frame, the Board will no longer have any obligation to reinstate the employee.

This policy ensures that employees can take extended leaves but also sets clear requirements and timelines for returning to their positions.