

PROFESSIONAL STAFF LONG-TERM LEAVES AND ABSENCES

Any tenured staff member in the Columbia School District may submit a written request to the superintendent for a leave of absence for the following year. Leave of absence will be granted upon recommendation of the superintendent with approval by the Board of Education. Any staff member granted leave will be assured of appointment to a position with comparable FTE in the Columbia School District upon return from the year's leave, unless the appointment shall conflict with the district's policy related to a reduction in force.

Upon the staff member's return from an approved leave of absence, accumulated leave for illness will be reinstated as it was prior to the granting of the leave.

No monetary compensation nor salary advancement shall be granted during a leave of absence, except that employee medical insurance benefits may be continued in accordance with the district policy regarding *Family/Medical Leave Without Pay*.

Leaves will not be counted as continuous full-time service when computing tenure, but shall not impair tenure previously acquired, nor affect any credit toward tenure previously earned.

Military Leaves of Absence

The Board of Education will grant military leave as required by law and as described in Board policy.

1. Pursuant to federal law, employment and re-employment rights shall be maintained for periods of service up to five (5) years or more as required by statute.
2. Pursuant to state law, employees taking military leave are entitled to up to 120 hours of paid leave for military duty. Pay will only be available for hours of military leave that occur at a time when the employee would otherwise have been required to be at work.
3. Leaves for military service will not be counted as continuous full-time service when computing tenure but shall not impair tenure previously acquired nor affect any credit toward tenure previously earned.
4. After initial employment with the district, time spent on military leave shall be counted in determining placement on the salary schedule.

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FILE: GCBDB
Critical

Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 03/03/1997

Revised: 07/11/2003

Legal Refs: §§ 105.270, .271, 168.122, 169.595, RSMo.
16 C.S.R. 10-4.014
Uniformed Services Employment and Re-employment Rights Act of 1994
(USERRA), 38 U.S.C. §§ 4301 - 4333

Columbia School District No. 93, Columbia, Missouri