

PROFESSIONAL STAFF LEAVES AND ABSENCES

A leave of absence is a period of extended absence from duty by a staff member for which a written request has been made and formal approval has been granted by the Huber Heights Board of Education. The Board provides a plan for considering leaves of absences for its staff members in accordance with state and federal law and Board policies.

Compensation, if any, during leaves of absences depends upon the type of leave. Deductions are made in salaries for absences in accordance with regulations developed by the Administration and approved by the Board.

Depending upon the type of leave and when the group insurance policy permits, an employee may continue to participate in Board-approved insurance programs provided that the employee pays the entire premium for these benefits.

A staff member terminates his/her affiliation with the Board if, at the expiration of the specified period of leave, he/she declines a position that is offered to him/her. Assuming his/her contract has not expired during a leave of absence, an employee holds the same contract status upon returning to duty as was held on the rate on which the leave began.

Adopted by Board: March 18, 2004