

## **Leaves of Absence**

### **Sick Leave:**

Refer to the current negotiated agreement.

### **Disability resulting from pregnancy:**

Disability resulting from pregnancy shall be treated the same as any other disability for the purpose of sick leave and is subject to the limitations of the policy. The employee is free to determine when she will commence for leave. The District will not mandate that pregnancy leave be taken for a prescribed duration of time. Notice for sick leave request must provide the District with ample time to locate a replacement.

### **Personal Leave:**

Refer to the current negotiated agreement. Superintendent personal leave requests more than three consecutive days in which school is in session must be approved by the board.

**Bereavement Leave:** In the event of the death of an immediate family member, an employee may use up to five (5) days or one work week to attend the funeral without salary reduction to make final arrangements.

Immediate family is defined as spouse, mother, father, children, grandchildren, grandparent, brother, sister, brother-in-law, sister-in-law, spouse's immediate family, and any household member.

### **Leave without pay:**

#### **1. Regular leave without pay:**

Staff members after having been employed by the Montpelier School District for four consecutive years or more, upon written request and six months advance notice to the superintendent, may be granted a leave without pay for not more than one school year. No salary will be paid during this leave without pay. The school board is to give written notice of approval or disapproval to teachers requesting the leave. Teachers on leave without pay may move horizontally but not vertically on the salary schedule. No leave accumulates during this time.

3. In case of dire emergency the six months advance notice may be waived at the discretion of the board, upon finding a suitable replacement teacher to ensure that the education of the students involved will not be unduly harmed.

### **Professional Leave:**

It shall be the policy of the Montpelier School District to encourage faculty members to attend professional meetings, conferences, and workshops designed to maintain and improve teaching effectiveness. Upon approval by the school board, teachers will be granted such leave with no deduction of pay. Requests for professional leave should be made in writing and should provide the sufficient information to determine the merit of the item for which leave is requested.

**End Montpelier School Policy.....Amended: 07/19/23**