

451 LEAVE REQUEST, STAFF

I. PURPOSE

The purpose of this policy is to provide guidelines for implementing leave requests by staff.

II. GENERAL STATEMENT OF POLICY

Alexandria Public Schools recognizes that the district's staff is the key to the success of the school district and values their attendance and duty performance. The school district also recognizes the importance of honoring and approving leave requests of the staff as per the respective work agreements and the needs of individual staff members.

III. APPLICATION OF LEAVE REQUESTS

- A. All leave requests are to be completed in writing and submitted to the building or department supervisor for approval in a timely manner. Individual work agreements should be referenced.
- B. The school district will follow the leave request provisions outlined in each employee group's respective work agreement.
- C. Staff completing a leave request for only a portion of the day will have the leave deducted from their available leave balance at an hourly rate for non-certified employees and by half-days for certified employees. Extensions of the leave will only be allowed as per a staff person's work agreement.
- D. When staff members are absent from work due to sickness or for medical reasons, they are required to use all of their sick leave and then seek a medical leave. Application for medical leave must be made before other discretionary leaves have been depleted. Employees will not be absent unless under an approved leave provision.
- E. The school district will follow state and federal law to further clarify leave requests and provisions. This includes the Federal Family Medical Leave Act.
- F. Teachers may request a one year leave of absence. After consultation with the Human Resources Director, there is also an option for an extended leave of absence with certain stipulations.

Policy Adopted: 4/16/01

Policy Revised: 7/17/17, 7/20/20, 12/19/22

Alexandria Public Schools - No. 206

Alexandria, Minnesota