

Absences & Leaves

Leave Without Pay

Applying for Leave Without Pay

All Leave Without Pay requests must be submitted in writing and approved by the Superintendent. To apply, complete an Extended Leave Request form. This form must be signed by your supervisor and department director, then approved by Human Resources. Each leave request is considered on individual merit and circumstances. If your leave is denied, you may request the reason for the denial in writing.

Maternity Leave, Child Care Leave, and Family and Medical Leave are considered types of Leave Without Pay. You may, or may not, be required to exhaust all paid leave prior to a request for Leave Without Pay being granted. Leaves may be for up to one year in duration.

Benefits while on leave

You do not accrue seniority or vacation while on Leave Without Pay. If you are on an approved Family and Medical Leave, SCOE will continue to make its normal contribution toward the cost of benefits. For all other types of Leave Without Pay, you may continue medical benefits for up to 12 months at your own expense. If you want to continue medical benefits, contact Human Resources to arrange for payment of the premiums.

Shortening, extending, or changing your leave

If your circumstances change while you are on leave, you may submit a written request to shorten the leave duration. The Superintendent may approve or deny this request.

If you have been on leave for less than one year, you may apply in writing to extend your leave. The Superintendent may approve or deny this request. If your request for an extension is denied and you are unable to return to work, you will be placed on a reemployment list for up to 39 months.

Note that the Superintendent may, for good cause, cancel your leave. If this occurs, notice will be provided. You may appeal the cancellation through the grievance procedure.

Returning from leave

As long as you are physically and legally capable of performing your duties, you have the right to return to your position at the end of a Leave Without Pay at the same rate of pay and without loss of seniority. If the position no longer exists when you return, it will be treated as a layoff and you will have bumping rights to displace a less senior employee or be placed on a rehire list.

Prepare for your return to work by contacting SCOE at least 10 working days prior to the end of your leave. If you are not ready to return to work, or are unable to, you must apply for an extension of the leave or you will be placed on a reemployment list.