

Certified Staff Personal One Year Leave

After four consecutive years as a full-time certified employee with Sweetwater County School District No. 2, a certified employee may request, and the Board may approve, one year personal leave to be granted by the Board of Trustees.

These conditions and procedures will apply to the personal leave:

1. Application will be made to the Superintendent on or before March 1 of the school year prior to the proposed leave.
2. Not more than two percent of the total number of full-time certified employees (rounded to the nearest whole number) may be granted personal leave each year. Such leave will not be granted unless a suitable replacement for the full-time certified employee is available. (This leave will be considered on a first come basis).
3. If a personal leave is granted, it will be with no pay.
4. A personal leave will be granted for a full academic year.
5. A full-time certified employee must notify the Superintendent of his or her intent to return from personal leave for the next academic year by March 1 of the academic year he or she is on leave.
6. Upon return to employment with the District following the personal leave, the employee shall be placed on the experience step of the salary schedule he/she would have occupied the previous year had he/she not taken personal leave. Experience credit will not be granted for the year of personal leave. Horizontal movement on the salary schedule may be granted should the employee have accumulated additional graduate course work during the period of personal leave.
7. Personal leave may be granted for any personal reason **not** covered by other leave policies of Sweetwater County School District No. 2.
8. An individual who has taken a personal leave, upon his or her return to employment, must work two consecutive years for the District prior to becoming eligible again to apply for additional personal leave.
9. If the full-time certified employee desires to maintain his or her health insurance under the District's group plan, he or she may do so provided the insurer permits, and the full-time certified employee pays the premium.
10. Upon return to the District the certified employee may be assigned to any position within his/her current area(s) of certification at the discretion of the Superintendent or his designee.

Adopted: August 12, 1986
Revised: February 14, 1989
Revised: May 14, 1996