

<p style="text-align: center;">CASWELL COUNTY SCHOOLS BOARD OF EDUCATION POLICY</p>	<p style="text-align: center;"><u>PERSONNEL</u> Extended Leave of Absence</p>	<p style="text-align: center;">731</p>
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The Caswell County Board of Public Education recognizes that the personal welfare and the professional growth of its employees may require occasional extended absence from duty. The Board is also cognizant that adequate provision for leave of absence is a recognized, desirable personnel practice that is beneficial to the School System, as well as its employees.

Employees may be granted leaves of absence without pay for one (1) year or less for parental leave (including adoption), illness, professional study, or approved special assignments.

Leaves involving illness requires doctors' statements supporting the need for absence from work responsibilities. Approval of leave for professional study is contingent upon documentation of registration as a full-time student (9 semester hours per semester). Leave for professional study is available only to teachers who have attained career status (tenure). Parental leave is available to the parent of a newborn infant and the parent of a newly adopted child under five (5) years of age.

Leaves of absence are normally not to exceed one (1) year in duration. The Board may extend a leave request beyond one (1) year if it deems it to be in the best interest of the employee and the School System.

Should an employee fail to return to work at the end of an approved leave of absence, his failure to return shall be considered his resignation from employment.

The granting of an extended leave of absence to any employee requires Board approval. Once the leave period is determined, it cannot be changed except by agreement of both the employee and the Board.

Other absences using accrued leave are covered in the *Employee Benefits Leave Manual*.