

**CHAPTER 6.00 – HUMAN RESOURCES**

**ANNUAL LEAVE OF ABSENCE**

**6.70.1**

- I. A leave of absence is permission granted by the Henry County Board of Education or allowed under its adopted policies for an employee to be absent from duty for a specified period of time with the right to return to employment upon the expiration of leave. Any absence of a member of the staff from duty shall be covered by leave duly authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority.
- II. Leave may be with or without pay as provided by law, regulations of the State Board of Education, and these rules. For any absence that is without pay, the deduction for each day of absence shall be determined by dividing the annual salary by the number of days/hours for the employment period.
- III. A leave shall not be granted to any Henry County School System employee to accept other employment. Accepting employment while on a leave of absence may cancel the leave. The person on leave may be notified that he/she must return to work with the Henry County Board of Education immediately, resign, or be terminated.
- IV. All requests for a leave of absence must be submitted to the Superintendent, in writing, with the additional approval and signature of the employee's direct supervisor. Requests are to be received by the Superintendent at least one (1) week prior to a monthly Board meeting. Upon recommendation of the Superintendent, the Board may grant a leave of absence. Limitations of the leave shall be specified in the action taken by the Board.
- V. A Henry County School System employee having leave for the year or for the remaining part thereof and who plans to return to duty the next school fiscal year shall send a copy of such notice to the administrative supervisor by May 1<sup>st</sup> of that fiscal year.
- VI. A leave of absence grants the employee the right to return to the system in a similar role, but does not guarantee the reappointment to the specific job held prior to the leave. Alabama teachers' employment/tenure laws cover the specific aspects of leaves of absences and shall be followed in the Henry County School System.
- VII. A leave of absence is limited to one (1) year, but may be extended up to one (1) additional year upon recommendation of the Superintendent and approval by the Board.

**REFERENCE(S):**

**CODE OF ALABAMA  
16-1-18.1, 16-8-25, 16-24-13**

**HISTORY:**

**ADOPTED: OCTOBER 11, 2007  
REVISED: \_\_\_\_\_  
FORMERLY: NEW**