

# Kingsport City Schools

Monitoring: <b>Review: Annually, in February</b>	Descriptor Term: <b>Extended Leaves of Absence</b>	Descriptor Code: <b>5.304</b>	Issued Date: <b>06/06/13</b>
		Rescinds:	Issued:

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Extended leaves of absence include those after all other applicable entitled leaves have expired or are impermissible.

A request for an extended leave shall be made in writing to the Superintendent of Schools. Requests shall be made thirty (30) days in advance (except in the case of an emergency) and shall specify length of leave and append a doctor's statement, if applicable. The Superintendent shall act upon the request within fifteen (15) days. The applicant shall be notified in writing. Extended leaves shall be reported to the Board of Education.

All benefits costs shall be paid by the employee who has been granted extended leave, except in the case of unpaid sick leave. If unpaid sick leave is approved, the Board shall continue to pay the employer's share of the health insurance premiums for a period not to exceed six (6) months from the date the unpaid leave begins. In all other cases of unpaid leave, the employee must make arrangements to pay his/her full insurance premiums to maintain continued insurance coverage. Arrangements will be made by KCS Human Resources to collect the insurance premiums to be forwarded directly to the City of Kingsport. KCS obligation to maintain an employee's insurance stops if the employee's premium payment is more than 30 days late and the employer has given the employee written notice at least 15 days in advance advising that coverage will cease if payment is not received.

Legal Reference:  
TCA 49-5-702 through TCA 49-5-710

Cross Reference:  
Sick Leave 5.302  
Personal and Professional Leave 5.303  
Family and Medical Leave 5.305  
Maternity Leave 5.3051  
Vacations and Holidays 5.310