

## **Certificated Personnel**

**BP 4161.4**

### **Long-Term Leave of Absence**

The Governing Board shall provide non-management certificated employees unpaid long-term leave of absence in accordance with Board policy and collective bargaining agreement.

With Board approval, non-management certificated employees may receive a long-term leave of absence without pay and without increment, seniority or service credit. Requests for long-term leave must be submitted annually.

Long-term leave shall not be granted to employees that are in a paid status with another employer.

Applications for long-term leave shall be made in writing and shall state the purpose for which leave is requested. Written statement will state the terms and conditions of the leave, including the conditions governing the employee's return.

At the end of a long-term leave, the employee shall be reinstated in a position at the same level as that held at the time leave was granted, unless otherwise agreed upon.

The Board shall consider any written request by an employee to return to work prior to the expiration date of the leave.

Legal Reference:

#### Education Code

44962-44988 - Leaves of absence (certificated)

Policy  
adopted: March 6, 2012

**SANTEE SCHOOL DISTRICT**  
Santee, California