

Management, Supervisory and Confidential Personnel

**LEAVES**

The Governing Board recognizes the need to provide for leaves which management, supervisory, and confidential personnel may take for justifiable reasons. Such leaves shall be authorized pursuant to law, Board action, policies, and/or administrative regulations.

**Long-Term Leave Without Pay**

By and large, a leave of absence is granted for a one-year period. Under special circumstances, an extension of one year may be granted.

A two-year leave of absence may be granted to a permanent employee who is accepted for service in the Peace Corps.

Employees who find it necessary, for personal or professional reasons, to request a leave of absence for the following school year should present a written request to the Superintendent or designee by March 31 of the current school year.

It is the responsibility of the employee to notify the district of his/her intention to return, or to request an extension of his/her leave, by March 31 of the year of the leave of absence.

For such leaves occurring during the school year, a month's notice should be given prior to the beginning of the leave. In case of emergency or unforeseen circumstances, the Superintendent or designee may waive the time limits. It is the responsibility of the employee to notify the district of his/her intention to return to duty or to request an extension of leave at least two weeks prior to the expiration of the leave.

At the expiration of the leave of absence, the employee should be placed in a position as similar as possible to that held at the time leave was granted unless the employee agrees otherwise.

Legal Reference:

EDUCATION CODE

44036 Leaves of absence for judicial and official appearances

44037 Unlawful to encourage exemption from jury duty

44940 Sex offenses and narcotic offenses; compulsory leave

44962-44988 Leaves of absence (certificated)

45190-45210 Leaves of absence (classified)

Policy  
Adopted: 11/13/90

CHULA VISTA ELEMENTARY SCHOOL DISTRICT  
Chula Vista, California