

LEAVE POLICY

FILE: GBJ –R1

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1. An employee who is absent without being on **an approved** leave may be subject to discharge or other discipline.
 2. Unless superseded by the applicable collective bargaining agreement, no employee shall be guaranteed the same job assignment that they held prior to an extended leave.
 3. Under the Family Medical Leave Act (FMLA), FMLA leave begins with the first day an employee is on leave **without pay or on leave while receiving workers' compensation benefits**.
 4. Leave is determined by meeting one of the contractual provisions in the collective bargaining agreement. Certain types of leave also require advance approval by the appropriate supervisor. Leave is not determined by the right to receive pay, benefits, or other compensation while absent from work. Applicants for workers' compensation benefits must apply for leave.
 5. An employee may not use more than one type of leave simultaneously.

Board Reviewed 06/13/17	Superintendent Approved 06/13/17
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