

PERSONNEL

LEAVE OF ABSENCE

Weston County School District No. 7 certified/classified full-time employees who otherwise qualify under the terms of this policy, may apply to the Weston County School District No. 7 board for a leave of absence for a period of up to one year.

A letter expressing the employee's desire for a leave of absence, the duration of the leave, and the period it is to cover, must be submitted to the Weston County School District No. 7 superintendent not later than 30 days prior to the period of the leave.

For any considerations for leave of absence, the following apply:

1. **Period of employment:** An employee must have worked for Weston County School District No. 7 in substantially the same capacity as that held at the time of the leave for a period of at least five consecutive years immediately preceding the leave of absence.
2. **Availability of a suitable substitute:** The district will make a reasonable effort to obtain a suitable substitute. In the event a suitable substitute has not been found and approved by the building administrator preceding the leave of absence period, the leave of absence will be denied.
3. **Canceled request:** The employee may not cancel the request for the leave of absence after his/her application has been approved by the Weston County School District No. 7 board.
4. **Terms of leave of absence:** Leave of absence will only be granted for up to one year. An employee on leave of absence status is entitled to return to a position for which the employee holds Wyoming Professional Teacher Standards Board endorsement or in the event of classified staff, the employee is entitled to return to an equivalent to his/her position. An effort will be made to return the employee to a position similar to that held during the school year preceding the leave, but it is not guaranteed the position will be the same position.

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5. **Accrual of benefits:** In cases of approved leave, upon return to the system, the employee shall retain all rights and benefits previously earned. However, benefits and rights shall not accrue during the period of absence. Approved leaves of absence shall not constitute a break in consecutive years of service.
6. **Insurance:** An employee who is covered by the Weston County School District No. 7 employee health insurance plan is eligible to continue as a member of that plan during the period of the leave of absence. The entire premium for all coverage held must be paid by the employee during the period of the leave of absence.
7. **Compensation:** An employee granted leave of absence status will not be eligible for compensation during the period of the leave of absence.
8. **Unemployment compensation:** The employee will be requested to sign a statement that an unemployment claim will not be filed against the school district subsequent to the leave of absence.

REVISED REGULATION
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