

P3709 EXTENDED LEAVES

BOARD POLICY:

Employees may be granted an unpaid extended leave of absence for any purpose required by law not expressly identified in employee agreements if approved by the Chief Human Resources Officer, and/or Superintendent.

Administrative Implemental Procedures:

1. Such extended leaves are limited and unpaid.
2. An extended leave may be lengthened with the same provisions which applied to the initial extended leave.
3. No extended leave shall be considered a termination of employment.
4. The employees shall:
 - a. Have been employed at least one year in a permanent, benefitted position before being eligible for extended leave.
 - b. Receive no salary or District provided benefits from Unified School District 259 while on extended leave.
 - c. Receive full credit for work experience while on extended leave for:
 - (1) Study when enrolled for the period of leave in at least the equivalent of a minimum full load;
 - (2) Campaigning for or serving in a public office as an elected official;
 - (3) Service in the uniformed services as described in the Uniformed Services Employment and Reemployment Rights Act of 1994; and
 - (4) Professional activities (for example, as an employee or officer of a local, state, or national association).
 - d. Receive no credit for work experience while on extended leave for reasons of health, illness of spouse, child, or parent, maternity, paternity, and adoption.
 - e. Be subject upon return from extended leave to any general salary reductions which may be ordered by the Board.
 - f. Retain, if qualified, during the extended leave, according to the statutes, full status in the Wichita Supplemental Annuity Plan.
 - g. Retain accumulated temporary leave days, but will not receive credit for any additional temporary leave days during the term of extended leave.
 - h. Be permitted to retain, during extended leave, membership in the Board provided group health/dental plan. However, the employee's continued membership is conditioned upon the timely receipt from the employee of the monthly premium.
 - i. Receive no credit toward Kansas Public Employees Retirement System unless approved for KPERS Medical Long Term Disability.
6. Employees who are in any type of probationary status are not eligible for extended leaves, and they may be terminated during an absence if they are unable to return to duty status after 180 days.
7. The effective beginning date of extended leave or termination shall be the first duty day following the 180th calendar day of absence.
8. After the 180th day, the employee may be placed on an unpaid leave of absence, or may be separated. At that time, the position will become vacant and will be advertised.

9. When the extended leave of absence is due to a medical disability, which may require an extended period of absence from the job:
 - a. The employee shall contact Employee Benefits and Insurance Management as soon as possible after becoming aware of the potential need for an extended leave.
 - b. A physical examination and/or statement from a medical doctor may be required of any employee making application for an extended leave for health. In the case of maternity, such statement shall include the anticipated birth date of the child.
 - c. A statement from a physician that the employee is physically able to resume normal duties required of the assignment must be presented to the Employee Benefits and Insurance Management if returning from an extended leave for maternity or health.
 - d. The superintendent or designee reserves the right to request an independent medical examination or a fitness for duty test if indicated prior to an employee's return from an extended leave.
5. The Board may authorize an extended leave for other purposes not identified above with different qualifying criteria for eligibility, compensation, etc.
6. Requests for non-health related leaves of absence shall be submitted to the Human Resources Division three months before the time such leave is to begin.
7. The administrative procedures set forth in Board policy and/or employment agreements for the applicant's employee group shall apply.

Administrative Responsibility: Human Resources – Employee Benefits & Insurance Management
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