

LEAVE WITHOUT PAY

The Evangeline Parish School Board may grant leaves of absence without pay, for periods not exceeding one (1) year, to any regular employee who requests such leave in writing, when in the opinion of the Board such leave is in the best interest of the school system. The granting of such leave shall not affect any tenure rights which the applicant may have acquired prior thereto.

Requests for leave of absence without pay shall be submitted to the Superintendent or his/her designee, in writing, at least fifteen (15) days prior to the effective date of the leave, whenever possible. The leave request shall be presented to the Board for its consideration.

Requests for leave without pay to accept other employment shall generally not be granted, except in situations such that the employment will be of a temporary nature in the field of education or an area closely related to education for not more than one (1) year, and in the opinion of the School Board would bring honor to both the employee and the school system. However, the employee shall be required to appear before the *Executive Committee* of the Board to give justification for his/her request.

The granting of leave without pay shall be with the intention of both the employee and the school system that the employee returns to the same position he/she left. The Board may reassign an employee taking leave without pay to a teaching, administrative, or similar position within the person's area of certification or job responsibility if a vacancy occurs. Such reassignment shall be effected in accordance with the Board's transfer policy and procedures.

Authorized leave without pay is not to be interpreted as days to be used for temporary absences for personal reasons. However, leave without pay may be granted for short-term or long term absences for educational, medical, or personal reasons when approved by the School Board, for periods of up to one (1) year after proper request. In all such cases, the employee may not accept other employment during the period.

Ref: La. Rev. Stat. Ann. §§17:81, 17:1186; Board minutes, 12-9-92, 7-15-98.