

411 Extended Personal Leave

I. Purpose

The purpose of this policy is to provide for extended personal leaves of absence when the leave does not qualify for protection under the Family Medical Leave Act (FMLA).

II. General Statement of Policy

An employee who has completed at least four school years of service and who is in good standing (has not been subject to disciplinary action within the previous calendar year) may request an extended personal leave of absence for up to one calendar year. At the discretion of the Director, the leave may be extended up to a maximum of one additional year. A second leave request will not be considered until after four more consecutive years of service. An extended personal leave may be requested up to two times during their employment at North Shore Community School.

During a health pandemic, the Director may grant a leave of absence for an employee with less than four years of service.

III. Procedures

- A. Extended personal leaves will be unpaid.
- B. An employee must use all accrued flex time prior to being eligible for an extended personal leave.
- C. Seniority status will not be accrued during extended personal leaves.
- D. While an employee is on extended personal leave, all employer paid benefits will cease. The employee may elect for the continuation of benefits through Consolidated Omnibus Budget Reconciliation Act (COBRA) during the leave.
- E. It will be the employee's responsibility to confirm in writing that s/he intends to return to work ninety (90) days prior to the last day of the extended leave or by March 1, whichever comes first. Any employee who fails to confirm his/her return to work after leave may be subject to dismissal from employment.
- F. Employees are expected to return to work by the end of their approved leave. If an employee plans to return to work sooner than the expected return date listed on the Leave Request, the employee must notify the director in writing thirty (30) days prior to the early return.