

ARTICLE V – LEAVES

SECTION D - Unpaid Leaves: Specific Provisions (cont'd)

five (5) requested days of short term leave, whether covered by one (1) or more than one (1) request, will be approved. Requests for short term leave thereafter, regardless of length, will be granted or denied by the District in its discretion. Applications for more than five (5) working days will require that a reason be given and shall be subject to approval by the Superintendent. Employees shall not be gainfully employed during normal working hours while on such leave.

2. Long Term Leave of Absence - A long term leave of absence is permission granted by the Board, at the District's discretion, for an employee to be absent from his/her duties for specified periods of time with the right of returning to duty on expiration of the leave. Leave shall be officially granted in advance by the District and shall be used for the purpose set forth in the leave application. Such long-term unpaid leave, when granted, will be for the remainder of the school year, unless otherwise approved with the initial leave request. In addition, up to one (1) additional year of leave shall be granted upon receipt of a written request from the employee, unless the employee has not been reappointed in keeping with other provisions of the Agreement for the next school year. Such extension of long-term leave shall be timed such that the employee returns at the beginning of a new grading period. Once an employee has exhausted the leave privileges under this subsection (Long-term Leaves), the employee shall be required to return to duty for a full year before being eligible for another long-term unpaid leave.

3. **Sick Leave without Pay for Personal Illness or Illness/Death of a Family Member** - Employees who have used all accumulated sick leave, but who otherwise qualify for sick leave, shall be entitled to sick leave without pay. When applicable, leave under this subsection (Sick Leave without Pay for Personal Illness or Illness/Death of a Family Member) may be deemed to be granted in advance, if prompt report is made to the proper authority. The employees will fully cooperate with the District and, when appropriate, shall authorize the verification of an illness by their physician(s).

An employee who has disability (income protection) insurance through the District shall not be required to exhaust his/her sick leave to be granted leave under this subsection (Sick Leave without Pay for Personal Illness or Illness/Death of a Family Member). In keeping with the District's disability insurance carrier, an employee who has such insurance through the District may not receive both sick leave pay and disability benefits at the same time.

4. Child Care Leave - An employee may request and shall be entitled to a leave of absence without pay for child care reasons. This will include an employee's natural children, foster children, adopted children or children who are otherwise in the legal custody of the employee, for a period not to exceed eighteen (18) months. For each dependent child, the employee is limited to one (1) leave and such leave cannot be interrupted.
5. Political Leave
 - a. Any employee who has filed to run for political office and is desirous of unpaid leave for political reasons shall make application for such leave and shall be entitled to it. The employee shall not be restricted to one (1) leave during a political campaign; however,