

## Personnel

### Administrative Procedure – Leaves of Absence

Personnel may request leaves of absence from their work assignments for the following reasons:

1. Personal Illness/Injury: May be granted for the period of validated disability.
  - A. Personal Illness/Injury shall be accepted as defined by the Illinois School Code or as defined by contractual agreement.
  - B. In the absence of definition, personal illness shall be understood to refer to the employee only.
  - C. Personnel who request leave within the category of personal Illness/Injury are eligible for leave:
    - 1) If such an absence is the result of an illness or injury which qualifies the employee for temporary disability benefits provided by the Illinois Teachers' Retirement System or the Social Security Administration. Eligibility shall continue so long as the employee continues to receive wage compensation and so long as there is compliance with all other provisions of this policy.
    - 2) If such an absence is the result of illness or injury that is medically substantiated to require a recuperative period.
2. Other personal reasons that have prior approval from the Board of Education.
3. Multiple year leaves will be granted only when the position can be filled by a fully qualified or certified employee and only after the employee has provided written evidence of continued need and submitted to evaluations deemed necessary by the Board.

#### 5:330 AP2

Requests for a leave of absence shall be made, in writing, to the Administrative Assistant/Personnel at least thirty (30) days prior to the beginning of the intended leave. Such requests shall include a beginning and ending date of the absence.

Evidence supporting a leave of absence request shall be required prior to the submission of the request to the Board of Education. This evidence from a physician, commanding officer, etc., must be submitted with the request and may be validated by further investigation by the Administrative Assistant-Personnel.

The duration of any single leave of absence under category 1 shall, ordinarily, not exceed the period of confirmed disability with the maximum period being one school term.

Personnel, ordinarily, shall not return to their work assignment prior to the termination date of the granted leave.

The District will continue health insurance benefits per policy/contract as long as an employee is using available leave. After the exhaustion of available leave, and FMLA requirements, employees can continue to participate in the health insurance plan on a self-pay basis.

When a leave of absence is granted, the individual is assured of re-employment in Granite City Public Schools at the time a vacancy exists for which the person is qualified. There is no guarantee, upon return from a leave of absence, of any particular work assignment except as provided contractually.

Personnel on leave shall not be permitted to substitute in any work assignment or to request new assignments that become available within the duration of their approved leave.

Employees, on leave, may request extension of their leave via the original method as outlined.

All approved leaves of absence shall automatically terminate upon the first to occur of the following:

- A. Failure to comply with the provisions of this policy.
- B. The date of death of the employee.
- C. The date upon which such employee becomes employed by any third party.
- D. The date upon which such employee's inability to perform assigned duties ceases.
- E. The date upon which such employee retires and thereafter receives annuity from said Systems or Administration.
- F. The date upon which such employee is granted permanent disability status by IMRF.

**ALL PERSONNEL MUST REQUEST A LEAVE OF ABSENCE UNDER THE ABOVE CATEGORIES WITHIN TEN (10) WORKING DAYS OF EXHAUSTION OF THEIR ACTIVE EMPLOYMENT STATUS.**

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Effective: 4/29/1979

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