

LEAVE WITHOUT PAY

The Board may grant leaves of absence without pay for periods not exceeding one (1) year to any regularly employed teacher or other employee, who requests such leave in writing, whenever in the discretion of the Board such leave is in the best interest of the public school system. The granting of such leaves shall not affect any tenure rights which the applicant may have acquired.

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. The Superintendent or designee shall interview all applicants for leave without pay. If the request is not to exceed ten (10) days, it may be approved by the Superintendent. Leave requested for longer than ten (10) days shall be presented to the Board for approval.

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.

Ref: La. Rev. Stat. Ann. §§17:81, 17:1186; Board minutes, 2-21-84, 5-1-90, 12-16-97.