

CERTIFICATED APPLICATION FOR LEAVE OF ABSENCE

Type of Leave:

Name _____
 Assignment _____
 School or Department _____

Maternity _____
 Child Care _____ %
 Personal _____ %
 Medical _____
 Family (FML) _____
 CFRA/PL _____

Leave requested from _____ 20 ____ through _____ 20 ____

Address while on leave: _____ Phone No. _____

Explain in detail the purpose of leave: (If for pregnancy leave, attach copy of statement signed by physician, IUSD Form PS/1)

In requesting the above leave, I agree to conform to the provisions of applicable regulations of the Irvine Unified School District. I understand that failure to notify Human Resources of my intention to return to work on or before 90 days prior to termination of my leave will be considered a resignation unless advance arrangements for extensions are made (see reverse side – Dates).

Note: Working fewer than 75% of the days in any school year will result in loss of service credit for salary schedule advancement.

Signature _____ Date _____

Recommendation: Approval _____ Disapproval _____

Date _____ Principal/Department Head _____

Date _____ Human Resources Administrator _____

Date _____ Board of Education _____

CERTIFICATED LEAVES OF ABSENCE

GUIDELINES:

- * Leaves of absence shall be limited to tenured teachers with the following exceptions: sick leave, court summons leave, jury leave, maternity leave, bereavement leave, industrial accident and illness leave (Article 19.1.5).
- * An Application for Leave of Absence must be submitted to Human Resources prior to the leave and according to the timelines specified below (Article 19.1).
- * Personal, child care, medical, and sabbatical leaves are available for a maximum of one year each, regardless of the percent of the leave. Tenured teachers shall be eligible for a maximum of two years of leave in any four school years (Article 19.1.6).
- * It shall be the responsibility of employees on leave to notify the Human Resources office in writing of their intention to return from leave to regular employment. Such notice must be received on or before April 1 for those on a year's leave and on or before December 15 for those on a first semester leave. Failure to notify shall result in voiding of the leave. Employees on partial leave shall have their contracts reduced to the current level; employees on full (100%) leave shall be terminated at the end of the authorized leave period (Article 19.1.3).

DATES:

- * Requests for leave of absence must be submitted to Human Resources on or before July 1 for leaves for the first semester or for leaves for the full year. Requests for leaves for second semester must be received on or before December 1 (Article 19.1.1).
- * **Notification of intent to return from leave to a regular position must be received in writing by Human Resources on or before April 1 for employees on year's leaves of absence and on or before December 15 for employees on leave for the first semester (Article 19.1.3).**

DEFINITIONS:

SICK LEAVE. Employees are entitled to 10 days of leave per year for personal illness during the school year. Unused sick leave shall be carried forward to the succeeding year and shall be accumulated. An employee who uses 5 or fewer days of sick leave during a school year shall be entitled to 11 days of sick leave the following year. Employees with less than a 100% contract shall have sick leave prorated to reflect the percentage of their contract (Article 19.2). For Extended Sick Leave see Article 19.3.

MATERNITY LEAVE. Maternity leave will be provided in accordance with current law. Length of the leave is based on the recommendation of the physician in charge. The typical standards are 6 weeks for regular delivery and 8 weeks for Cesarean. Maternity leave is covered first by accumulated sick leave and by "differential" for the balance of the leave. Leave covered by accumulated days is at full pay; differential pay is your salary less the cost of a substitute or 50% whichever is greater. Additional information on maternity leave is available from Human Resources.

ADOPTIONS LEAVE. Provided sick leave is available, an employee who adopts a child will be granted the use of his/her sick leave (not differential) at the time of the adoption to a maximum of 15 days. Such leave shall be allowed at the time of adoption for one parent in the event that both parents are employees of the District.

SABBATICAL LEAVE. The District may grant a sabbatical leave to an employee who has served the District for seven consecutive years. Such leaves must be "cost neutral" to the District. A teacher on sabbatical leave shall receive 50% of the full salary for the period of the leave. Applications for sabbatical leave are available from Human Resources and must accompany the Request for Leave. Sabbatical leaves must be for the purpose of professional improvement and the development of concepts and materials which will benefit the District curriculum. The following types of sabbatical leave may achieve this purpose: academic study leave, independent research leave, travel leave, or a combination travel/study leave. Applications for sabbatical leave must be received on or before April 1 of the year preceding the year of the requested leave (Article 19.7).

BEREAVEMENT LEAVE. Employees are entitled to 3 days of bereavement leave (5 days if extensive travel is required) for the death of any member of their immediate family. Such leave is with pay (Article 19.8).

INDUSTRIAL ACCIDENT/ILLNESS LEAVE. Employees shall be provided leave of absence for industrial accident or illness pursuant to Education Code 44984 and the provisions of Article 19.9.

PERSONAL NECESSITY LEAVE. Employees may use not more than 7 days of sick leave during any one school year for allowable personal necessity as defined in Article 19.10 and Board Policy 4163.

COURT SUMMONS/JURY LEAVE. Employees shall be granted leave with pay if called in a manner prescribed by law to serve as a witness in Court other than as a litigant or to serve as a juror. The employee shall sign over to the District any fees received for such service except for travel allowance (Article 19.11 and 19.12; Board Policy 4162).

FAMILY MEDICAL LEAVE may run concurrently with other approved leaves and will be provided according to current Federal and State laws. Any individual employed by IUSD for one year who has worked 1,250 hours in the current or preceding year is eligible for Family Medical Leave (FML). The law provides eligible employees the right to take up to twelve weeks of unpaid family/medical leave per year when there are valid reasons for which the leave is requested. Contact Personnel for a copy of current guidelines.

OTHER LEAVES. The District may grant non-paid leaves of absence to tenured certificated employees for exchange teaching, fellowships or scholarships, suitable activities that will lead to professional improvement, reasons of health, for compelling family matters or for employer-recommended course of study.