
**CARROLL COUNTY PUBLIC SCHOOLS
ADMINISTRATIVE REGULATIONS**

BOARD POLICY GCC: LEAVES OF ABSENCE

Background

Carroll County Public Schools recognizes that employees may need to take an unpaid leave of absence for various reasons during their employment. Employees requesting an unpaid leave of absence must submit a written request explaining the reason for the leave to the Department of Human Resources. Leaves are presented to the Board of Education for approval in one (1) year increments. After the initial one (1) year period, an employee may request an extension for a second one (1) year period. To return to work during or at the conclusion of an unpaid leave of absence, the employee must notify the Department of Human Resources in writing of the request to return to work. If a similarly situated position is vacant at the time of the request and the Superintendent desires to fill the vacant position, the employee will be assigned accordingly.

- A. Carroll County Public Schools agrees that up to two (2) tenured teachers, designated by the Association, shall, upon request, be granted a leave of absence for up to two (2) years without pay for the purpose of engaging in an executive or advisory capacity of a professional association (local, state or national).
- B. A leave of absence without pay of up to two (2) years shall be granted to any tenured teacher who joins the Peace Corps, VISTA, National Teachers Corps, or serves as an exchange teacher or overseas teacher and is a full-time participant in either of such programs or accepts a Fulbright Scholarship.
- C. Military leave without pay shall be granted to any employee who enlists in any branch of the Armed Forces of the United States for the period of said induction, initial enlistment or reactivation.
- D. A leave of absence without pay of up to two (2) years shall be recommended for Board approval for the following reasons:
 - 1. Personal health,
 - 2. Maternity leave or adoption,
 - 3. Care of a family member,
 - 4. Campaign for or to serve in a public office,
 - 5. Study, or

6. Other reasons deemed by the Superintendent to be in the best interests of the school system.

E. An employee who does not return to work at the conclusion of the two (2) year unpaid leave of absence, with the exception of military leave, will be considered to have resigned. Accordingly, with the exception of military leave, any rights to placement referenced in the master agreement will end at the conclusion of this two (2) year leave of absence period.

Approved: November 12, 2008