

Type	Eligible Employees		Purpose	Documentation to Obtain/Return from Leave	Special Requirements	Length of Leave	Special Provisions
	Prob.	Perm.					
a. Professional study	No	Yes	Employee education which offers a potential benefit to the school district and the employee.	Employee submits request outlining educational plan, naming institution to be attended, stating need for each study and potential value to district of completed study		Up to one year. May be extended for a total period not exceeding two years.	
b. Health	Yes	Yes	Granted for reasons of ill health or severe injury.	Request must be accompanied by a physician's statement of incapacity; on return, evidence of recovery may be required and reviewed by school district's physician in consultation with employee's physician.		Up to one year. May be extended for a total period not exceeding two years.	District-paid health and life insurance coverage may be provided for health leaves resulting from job-related illness or injury pursuant to Procedure 5170.
c. Travel	No	Yes	Travel which will benefit schools and students of district.			Up to one year. May be extended for a total period not exceeding two years.	
d. Service to another public or private agency (on-loan status)	No	Yes	Employee service to another public or private agency in capacity which will benefit district			Up to one year. May be extended for a total period not exceeding two years.	Full pay may be granted when salary and expenses are reimbursed by other agency.
e. Parental	Yes	Yes	Childbearing and/or childrearing	<p><b>Maternity:</b> Physician's statement certifying employee's pregnancy submitted with leave notice.</p> <p><b>Adoption:</b> Copy of adoption papers. Leave must begin within first year after receiving de facto custody of child.</p> <p><b>Male parent:</b> Physician's statement verifying expected birth date of child. Leave must commence within one year after birth of child.</p>	<p><b>Pregnant parent:</b> May begin leave at any time after beginning of pregnancy upon submitting 30-days written notice to Human Resource Services Div.; may return at time determined by employee's physician and school district.</p>	See "special requirements."	Period of disability as verified by physician's statement is paid under provisions of sick leave policy. (See Procedure 7130.)
f. Other leaves determined by the superintendent to benefit school system and serve interests of students. In addition to long-term leave of absence specifically covered in this and other procedures, the superintendent in unusual cases may recommend approval of other long-term unpaid leaves of absence. Long-term leaves of absence will not be granted for the purpose of exploring new career options.							