

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 4300-1
SUBJECT: LEAVES OF ABSENCE	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 02/07/97; 09/19/02; 03/01/12 <hr/> PREPARING OFFICE: HUMAN RESOURCES

I. PURPOSE:

To establish the responsibility and outline the procedure for requesting a leave of absence.

II. GENERAL INFORMATION:

- A. Any full-time administrative or classified employee is eligible for requesting a leave of absence. Such leaves of absence may be granted for a specific period, and it shall be the obligation of the employee to return to work or to request the leave to be extended at the expiration of said leave of absence. (All leaves of absence will be in accordance with the handbooks that are in effect.)
- B. Members of the bargaining unit shall be eligible for leaves of absence in accordance with the *Professional Agreement* in force.
- C. Any employee who fails to return at the expiration of a leave of absence may be terminated with ten (10) days written notice.

III. PROCEDURE:

- A. A request for leave of absence should be submitted on the appropriate district form to the general director of human resources.
- B. The general director of human resources will review and make a recommendation to the superintendent regarding the approval or disapproval of all such requests.
- C. The superintendent shall submit all leaves of absence requests to the Board of Education for final action.
- D. The general director of human resources will notify the applicant of the Board's decision in writing as soon as possible.