

STAFF LEAVES AND ABSENCES

Employees shall be afforded leaves and absences in accordance with state and federal law and provisions of the current employee handbook.

Requests for long-term leaves of absences (e.g. maternity, adoption, personal or family illness) shall be directed to the Superintendent. Such leaves of absences shall not exceed one year. Vacation and sick leave benefits in effect at the beginning of the leave shall be reinstated at the time of return.

Military Leave

Pursuant to federal and state law, the District shall provide eligible employees with leaves of absence with or without pay for purposes of federal service in the uniformed services or active state service. Eligible employees should notify the District of the need for a leave of absence as far in advance as possible and should notify the District of the commencement date of the military leave and its expected duration. Eligible employees should also provide the District with a copy of any relevant military orders.

All rights and privileges regarding salary, benefits, status, and seniority shall be reserved to such employees as required by law.

An employee on leave shall notify the District of his/her intent to return to work in a timely manner following his/her period of military service. Failure to notify the employer of his/her intent to return within a reasonable period may subject the employee to disciplinary action up to and including termination for unexcused absence. An employee's reemployment rights and benefits after completion of federal service in the uniformed services or active state service shall be governed by any applicable federal and/or state laws.

LEGAL REF.: Section 103 Wisconsin Statutes
Family and Medical Leave Act
38 U.S.C. § 4301 et seq.
Wis. Stat. §§ 321.63-321.65, 111.321, 111.355.

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