

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: GCC: PM

UNPAID LEAVE OF ABSENCE: CERTIFIED

The Board may grant, to any certified employee who has completed seven (7) years continuous years of service in the district, a leave of absence without pay or benefits for a period not to exceed one (1) year for any purpose the Board believes to be in the best interest of the district. The request for such leave must be submitted by the employee by April 15 of the year prior to the planned absence. The request may be submitted at a later date only in the case of an emergency situation.

Such employee granted such leave with an expiration date which occurs at the end of the school year shall notify the Board, in writing, not later than April 15, of said employee's intention to return to employment for the ensuing year, or the position will be declared open.

Such employee granted such leave with an expiration date which occurs during a school year shall notify the Board, in writing, no later than a date established by the Board when such leave is approved, of said employee's intention to return to employment the next ensuing duty day after expiration of the leave, or the position will be declared open.

Adopted: 7/21/93