

EXTENDED LEAVES OF ABSENCE

FEDERALLY MANDATED FAMILY AND MEDICAL LEAVE

This policy entitles an employee to up to twelve (12) weeks unpaid leave per year, except that if an employee is entitled to paid leave under any other policy, the employee shall be required to take any required paid leave, unless a negotiated agreement provides the employee a choice.

Eligibility for Leave. To be eligible for leave under this policy, an employee shall have been employed for at least twelve (12) months and shall have worked at least one thousand, two hundred and fifty (1,250) hours during the 12-month period preceding the commencement of the leave.

Length of Leave. An eligible employee shall be entitled to a combined total of twelve (12) weeks leave per year under the circumstances specified in this policy. Spouses who both are employed by the District shall be entitled to a total of twelve (12) weeks of leave (rather than twelve [12] weeks each) for the birth or adoption of a child or to care for the employees parent who has a serious health concern.

Reasons for Taking Leave - Leave May Be Taken in Four Situations:

1. For the birth and for the first-year care of the employee's child;
2. For the placement of a child with the employee for adoption or foster care;
NOTE: - Concerning leave for birth, adoption or foster care: entitlement for child care leave shall end after the child reaches age one or twelve (12) months after adoption or foster placement. Leave to care for a child shall include leave for a stepparent or person in loco parentis (one acting in the place of the parent);
3. When the employee is needed to care for a child, spouse or parent who has a serious health condition; or
4. When the employee is unable to perform the functions of the position because of the employee's own serious health condition.

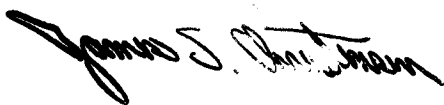
Military Family Leave. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. (effective 1/28/08). Additional

information with regard to Military Family Leave may be found in the appropriate negotiated agreement.

PUBLIC OFFICE LEAVE

Leave of absence without pay may be granted to an employee for up to two years, with the ability to reapply for an additional two-year leave for the purpose of serving in public office. Any employee holding a critical position may not be eligible for this leave. An employee returning to the District after such leave will not qualify for a salary increment; however, professional growth credit may be accrued if previously arranged in the Professional Growth Plan. This provision will continue in full force and effect unless changed by the Superintendent or through the negotiations process with the respective employee groups.

An employee returning from the leave of absence will be placed in a similar vacant position for which he/she is qualified.



Jim Christensen, Superintendent

OCT 31, 2008

Date

Douglas County School District Re. 1, Castle Rock, Colorado

Adopted: May 16, 2005

Revised: September 22, 2008

LEGAL REF.:

29 U.S.C. § 2601 *et seq.* Labor – Findings and purposes

NDAA Public Law 110-181 – National Defense Authorization Act for FY 2008

CROSS REF:

Douglas County Federation of Teachers Local No. 2265 AFL-CIO Contract

Amalgamated Transit Union Contract

Douglas County Federation of Classified Employees Local No. 2265 AFL-CIO Contract