INDEPENDENT SCHOOL DISTRICT #877 POLICY

Buffalo-Hanover-Montrose

INDEX TITLE Personnel **SERIES NO.** 400

POLICY TITLE Leaves of Absence - Unpaid **CODE NO.** 450

The Board of Education believes having provisions for leaves of absence support staff. Under normal circumstances, leaves of absence are outlined for various employee units in their collective bargaining agreement. For leave taken under Minnesota's Paid Family and Medical Leave Program, employees may not substitute or supplement payment received from the Minnesota Paid Family and Medical Leave Program with accrued district paid leave.

It is the policy of the Board of Education to review unpaid leaves and take into consideration the employee's collective bargaining agreement, the recommendation of administration**,** the length of time the staff member has been with the School District, the type of leave that is being requested; and whether or not the School District may receive short- or long-term benefits. The Board of Education has the authority to make exceptions in emergency or exceptional circumstances.

The Board of Education will consider career leaves of absence for staff members who have been employed for five years or longer. Typically, a career leave of absence shall be:

1. For one full school year and not a portion thereof,
2. Generally, be granted for one year only;
3. Granted only once during employment with District 877; and
4. The request must be submitted in writing to Human Resources by June 30th. Requests submitted after June 30th will be considered on a case-by-case basis and will be dependent upon the district's ability to find a suitable replacement.

An employee returning from a career leave of absence will not be guaranteed his/her same position upon returning to the District.

Administrative Offices
Buffalo, Minnesota 55313

DATE OF ADOPTION April 28, 1980

DATE OF REVIEW November 24, 2025

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