**Board Memo**

**DATE:** 6/23/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources

**Vendor**

Not Applicable

**Product Name**

Revision to policies 03.123 and 03.223 - Leaves and Absences

**Date/Term (Beginning and End Dates/Year)**

Upon Approval

**APPLICABLE BOARD POLICY:**

01.5 - School Board Policies

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

In an effort to standardize the process of employees requesting a leave of absence, as well as align the language of the certified and classified policies, the District proposes revisions to policies 03.123 and 03.223. These revisions specify the appropriate process to be completed by an employee when requesting a leave of absence, clarifies the process of an employee returning to work from a leave of absence and clarifies the process in which the Superintendent may consider an employee’s leave request once all paid leave options have been exhausted. The recommended policy language has not changed from the first reading presented to the Board at the June 10, 2021 regular board meeting.

**FUNDING:**

**Total Cost**

No budgetary impact

**Budget Source**

Not Available

**RECOMMENDATION:**

It is recommended the Board approve and adopt the revision to Board policies 03.123 and 03.223 - Leaves and Absences as presented.

**CONTACT PERSON: (submitter)**

Matthew Rigg, Director of Human Resources