

**LEAVE OF ABSENCE
(REGULATIONS)**

It is the policy of the Ringwood Board of Education to grant extended leave without pay to certified, career teachers who meet certain conditions. The decision to grant or not to grant such leave shall be at the discretion of the board of education. Requests must be presented to the board of education for action by April 25 for leave during the following year.

Leave may be granted to qualified persons as follows:

1. Career teachers with at least three years with the Ringwood Public Schools district may be granted extended leave without pay for up to one year, for medical and/or educational reasons, with no loss of career teacher status.
2. Career teachers with at least five years with the Ringwood Public Schools district may be granted extended leave without pay for up to one year, for personal reasons, with no loss of career teacher status.

Such leave may be granted by the superintendent only after consultation with the teacher requesting such leave, and only after a Leave of Absence Contract is signed by both the teacher and the superintendent.

Upon return from a leave of absence, the teacher shall be placed in the same position or a similar position for which the teacher is certified and qualified. The teacher on leave shall not advance on the salary schedule and is subject to the current reduction-in-force policy.

A teacher on approved leave of absence will be reinstated at a salary level no lower than that attained at the time the leave was granted.

Sick leave that was accrued prior to the approved leave of absence will be reinstated. Additional sick leave or personal business leave will not be granted for the period of one year's leave of absence. An employee taking a leave of absence for one semester will receive five days of sick leave, one and one-half days of personal business leave, and one day of emergency leave. A leave of absence for a semester will not change the amount of days for bereavement leave.