

**ADOPTED: August 15, 1985**  
**REVIEWED: September 8, 1988**  
**REVIEWED: November 21, 2002**

**PROFESSIONAL STAFF LEAVES AND ABSENCES**

**Professional Staff Unpaid Leaves of Absence**

The Board may grant requests for unpaid leaves of absence up to one year in length for those professional staff members with at least four consecutive years of service to the District who request a leave:

- A. For child-rearing purposes;
- B. For full-time study leading to a degree in an approved graduate program;
- C. For exchange teaching;
- D. For service in the Armed Forces; or
- E. For health reasons.

Members of the professional staff who desire an unpaid leave of absence must:

- A. First bring their request, in writing, to their immediate supervisor who will forward his/her recommendations to the Superintendent; and
- B. Meet with the Superintendent to discuss the requested leave.

The Superintendent will make his/her recommendation to the Board, which must approve all leaves.

Professional staff members on approved leaves will be afforded all rights and privileges extended to them in Article XVII of the Comprehensive Contract between the MSAD #54 Education Association and the Board of Directors, including the right to participate in all insurance programs at their own expense.

Legal Reference: Title 20A MRSA Sec. 13601 et seq.

Cross Reference: GCL - Professional Staff Development Opportunities