



Book	BYLAWS AND POLICIES
Section	4000 CLASSIFIED STAFF
Title	LEAVES OF ABSENCE
Number	4430
Status	Active
Legal	29 U.S.C. 2601 et seq. 29 C.F.R. Part 825 45 C.F.R. Part 160, 164
Adopted	November 17, 2020

1) GENERAL POLICY STATEMENT

Leaves of absence are generally governed by collective bargaining agreements and/or state and federal employment law. To the extent that Edison School of the Arts has discretion in administering leave, the corporation shall do so in pursuit of the best instructional environment for students and the most financially efficient manner.

2) PAID AND UNPAID LEAVES OF ABSENCE

- a. To the extent that paid or unpaid leaves of absence are controlled by a collective bargaining agreement, the terms of the collective bargaining agreement will apply.
- b. Conditions governing the granting of paid or unpaid leaves of absence or days off for all classes of employees shall be published in Board approved bargaining agreements and/or terms of employment at the conclusion of negotiations.
- c. All requests for paid and unpaid leaves of absence by staff members shall be presented to the Board for approval in the monthly personnel report.

3) FAMILY AND MEDICAL LEAVES OF ABSENCE

- a. In accordance with federal law, it is the practice of Edison School of the Arts to comply with the requirements of the Family and Medical Leave Act (FMLA) as it applies to all employees of the district.

4) MILITARY LEAVES OF ABSENCE

- a. In accordance with state and federal law, it is the practice of Edison School of the Arts to comply with the Indiana Military Family Leave Act of 2007 (IMFLA) and the Uniform Services Employment and Reemployment Rights Act ("USERRA").

5) ADMINISTRATIVE GUIDELINES

- a. The Executive Director, CEO may promulgate administrative guidelines as needed to provide clarity on Edison School of the Arts procedures insofar as applicable law allows administrative discretion.