

CLARK COUNTY SCHOOL DISTRICT REGULATION

4354

PEACE CORPS, VISTA, TEACHER CORPS LEAVE: ALL EMPLOYEES

- I. A one- or two-year leave of absence without pay may be granted to regular-status employees who have completed two (2) years of successful service with the Clark County School District and who plan to serve as full-time participants in the Peace Corps, VISTA, or the National Teacher Corps.
 - A. Employees shall complete a Request for Leave of Absence (CCF-164) at least thirty (30) days prior to the effective date of the leave. The employee requesting such leave must also submit the approved agency contract which verifies full-time participation in the program.
 - B. The principal or department head must approve the leave and forward the request to the Human Resources Division.
 - C. An employee wishing to return to service upon expiration of the leave must submit a written request to the appropriate administrator, Human Resources Division. The request must be submitted prior to April 1 or at least sixty (60) days before the employee will be available for reassignment.
 - D. Employees shall be returned to active service when a vacancy occurs for which the employee is qualified. The district is not obligated to return the individual to the original position held by the employee prior to the leave.
- II. An employee on an approved leave of absence who fails to request reinstatement or who fails to return to the assigned position following expiration of the leave may be terminated at the conclusion of the leave since failure of an employee to report is cause for dismissal.

Review Responsibility: Human Resources Division
Adopted: [4355/4955:9/65; 8/74 4656:9/65; 6/77]
Revised: (10/22/81; 3/14/85; 1/11/94)
Pol Gov Rev: 6/28/01