

CLARK COUNTY SCHOOL DISTRICT REGULATION

4355

EMPLOYEE NECESSITY LEAVE: ALL EMPLOYEES

- I. An employee necessity leave of absence without pay may be granted to eligible employees who have identified and substantiated a non-medical personal or a family emergency which will require a release from Clark County School District responsibilities.
 - A. A short-term absence, without pay, consisting of twenty (20) or fewer working days, may be approved by the employee's immediate administrative supervisor. Employees eligible for annual leave shall not be eligible for a short-term employee necessity leave of absence until annual leave has been exhausted. A short-term, non-pay leave of absence must be approved, in advance, by the employee's immediate administrative supervisor. A maximum of twenty (20) days of short-term leave without pay may be requested and used within one twelve-month period of time. An employee who exhausts all earned leave and who therefore accesses short-term leave without pay without prior administrative approval may be subject to disciplinary action as employees cannot be absent without leave. A short-term necessity leave may not be used to extend a paid or non-paid family leave of absence beyond the time authorized for such leave.
 - B. A long-term necessity leave of absence without pay shall consist of more than twenty (20) working days but of no more than one calendar year and must be approved by the appropriate administrator, Human Resources Division before the leave begins.
- II. An employee shall complete a Request for Leave of Absence (CCF-164) at least thirty (30) days prior to the effective date of the leave unless an emergency situation precludes such advance notice.
 - A. If the employee necessity leave of absence is requested because of a hardship resulting from illness in the family, the request shall be accompanied by an attending physician's statement which outlines the need for the employee to be absent. Such statement must detail the incapacitating condition, treatment, and anticipated recovery time.
 - B. The leave request must be approved by the principal or department head and forwarded to the appropriate administrator, Human Resources Division for approval before the leave begins.

- III. Employees granted an employee necessity leave of absence without pay do not earn service credit toward retirement or advancement on the salary schedule while on leave.
- IV. Employees granted an employee necessity leave of absence may continue to participate in the group hospital-medical insurance plan after accrued sick leave is exhausted providing the full premium is paid by check to the appropriate insurance administrator for the respective bargaining unit. At the expiration of a leave without pay, employees may continue to participate in the insurance program for an additional period not to exceed six (6) months (total combined insurance option - eighteen (18) months by federal regulation - COBRA).
- V. An employee wishing to return to service upon expiration of the leave must file a written request for reassignment with the appropriate administrator, Human Resources Division, prior to April 1 or at least sixty (60) days before the employee will be available for reassignment.
- VI. The employee 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.
- VII. An employee on an approved employee necessity leave of absence who fails to request reinstatement or who fails to return to the assigned position following expiration of the leave of absence may be terminated at the conclusion of the leave since failure of an employee to report for duty is cause for dismissal.

Review Responsibility: Human Resources Division
Adopted: [4356.1/4956.1:9/65] [4652.2:2/76]
Reviewed: (4356.1/4956.1/4652.2:6/77;
4355:10/22/81; 4/25/85)
Revised: (1/11/94)
Pol Gov Rev: 6/28/01