

## Human Resources Division LEAVE OF ABSENCE (LOA) TERMS AND CONDITIONS

### Please be advised of the following leave implications:

- Vacation and Sick Leave Accrual will cease.
- CCSD-provided health insurance will terminate. An employee on leave of absence may continue to participate in the applicable Health Insurance at the employee's own expense.  
  
\*Support Prof. / School Police (702) 799-5418      \*Licensed (702) 794-0272      \*Unified (702) 796-9602
- Service credit will not be earned toward retirement. For information on Years Vested, Retirement or Disability Retirement, please contact PERS at (702) 486-3900. Exceptions may apply for Military Leave of Absence.
- Employees on LOA are considered inactive until the employee returns to work. The District is not obligated to return the individual to the original position held by the employee prior to the leave. Employees reassigned/terminated due to a Surplus/RIF process have placement priority over inactive employees. Exceptions may apply for Military Leave of Absence.
- **Military Leave:** Employees will not be disadvantaged in their CCSD career due to their military service. While on leave, employees are strongly encouraged to apply for transfer or promotional opportunities on the CCSD website.
- To request reinstatement, please send an email to [fmla.loa@nv.ccsd.net](mailto:fmla.loa@nv.ccsd.net). Reinstatement will correspond with NRS 388G.610. Administrative employees should review Articles 12 and 33. **Exceptions may apply.**
- In the Spring, a Declaration of Intent packet will be sent to Licensed/Administrative employees. Pursuant to NRS 391.810, Licensed/Administrative employees must return the Intent packet by May 10, or the employee is deemed to have rejected a contract for the next school year; therefore, employment will be terminated on the last day of the current school year.
- If an employee refuses to submit the Authorization to Release Charter School Employment Records, the District is not required to reinstate the employee.
- Time while on leave does not count towards completion of probationary period.
- SB 185 requires employees to be fingerprinted every five (5) years. Payment responsibility subject to change.
- Upon reinstatement, all job-required certifications must be current. An expired certification will result in suspension/termination.
- Upon return to duty, Adjusted Hire Date may be impacted.
- Title I IV Support Professional Positions were eliminated. Upon reinstatement, these employees will be placed in a Title I III Support Professional Position.
- Please be advised that per NAC Chapter 612.090.2 "A person who is on a mutually agreed leave of absence from work with the right to return to his/her employment in a specified or nonspecified period and who will be reinstated at his/her previous or higher salary and with substantially equal benefits and seniority is not considered unemployed for the purpose of the receipt of benefits."