

Type	Eligible Employees		Purpose	Documentation to Obtain/Return from Leave	Special Requirements	Length of Leave	Special Provisions
	Prob.	Perm.					
a. Professional study	No	Yes	Employee education which offers a potential benefit to the school district and the employee.	Employee submits request outlining educational plan, naming institution to be attended, stating need for each study and potential value to district of completed study		Up to one year. May be extended for a total period not exceeding two years.	
b. Health	No	Yes	Granted for reasons of ill health or severe injury.	Request must be accompanied by a physician's statement of incapacity; on return, evidence of recovery may be required and reviewed by school district's physician in consultation with employee's physician.		Up to one year. May be extended for a total period not exceeding two years.	District-paid health and life insurance coverage may be provided for health leaves resulting from job-related illness or injury pursuant to Procedure 5170.
c. Travel	No	Yes	Travel which will benefit schools and students of district.			Up to one year. May be extended for a total period not exceeding two years.	
d. Service to another public agency	No	Yes	Employee service to another public agency in capacity which will benefit district.			Up to one year. May be extended for a total period not exceeding two years.	When service is with another school district or educational agency, full pay may be granted when salary and expenses are reimbursed by other district or agency. School district may pay full salary to employee when other district or agency pays necessary expenses, in which case, employee will refund to the district any fee or remuneration received above necessary expenses.
e. Parental	Yes	Yes	Childbearing and/or childrearing	<p>Maternity: Physician's statement certifying employee's pregnancy submitted with leave notice.</p> <p>Adoption: Copy of adoption papers. Leave must begin within first year after receiving de facto custody of child.</p> <p>Male parent: Physician's statement verifying expected birth date of child. Leave must commence within one year after birth of child.</p>	<p>Pregnant parent: May begin leave at any time after beginning of pregnancy upon submitting 30-days written notice to Human Resource Services Div.; may return at time determined by employee's physician and school district.</p>	See "special requirements."	Period of disability as verified by physician's statement is paid under provisions of sick leave policy. (See Procedure 7130.)
f. Employee Organization leave (not available to School Police Services Unit)	No	Yes	Full-time service to exclusive representative employee organization.		Exclusive representative must request leave 10 days prior to starting date of leave.	Up to one year. May be extended for a total period not exceeding two years.	Granted to only one member of exclusive representative employee organization.
g. Other leaves determined by the superintendent to benefit school system and serve interests of students. In addition to long-term leave of absence specifically covered in this and other procedures, the superintendent in unusual cases may recommend approval of other long-term unpaid leaves of absence.							