

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4261

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Leaves

The County Superintendent may grant leaves of absence (including parenting leave) to classified employees without compensation.

Personal leaves of absence will not be authorized in consecutive years for the same individual except in extenuating circumstances.

A personal leave request may be denied by the Department Head or Director, based on potential for negative impact on the program. This denial may be appealed to the Human Resources Department. The appeal must be delivered, in writing, to the Human Resources Department within five (5) working days of receipt of the denial. The appeal will be reviewed by the Human Resources Department and a final notice of approval or denial will be issued within 30 days of receipt of the appeal. A personal leave for the purpose of obtaining gainful employment must be approved at both the Director and Human Resources Department level.

The Department Head or Director and Human Resources Department must be notified in writing within thirty (30) days if the circumstances or reason for a leave substantially change (e.g. the applicant decides to enter gainful employment) after the leave is approved. Upon receipt of the notice of change, the leave status will be reviewed for consideration of continuation of the leave.

The period of leave of absence will be deducted for calculation of "service credit" and advancement on the salary schedule. Salary schedule placement will be in accordance with the provisions of County Superintendent of Schools Policy.

Employees on leave of absence may continue health and dental insurance coverage by remitting payment of the monthly premium amount in advance of the premium due date.

Employees with six (6) months of service may petition the Ventura County Office of Education for continuance of the health insurance premium payment, for a maximum of six (6) months, during an approved leave of absence for medical purposes only.

The petition shall be in letter form and shall include a statement from a medical doctor licensed to practice medicine pursuant to the California Business and Professions Code Section 2000. The doctor's statement shall include a diagnosis of the medical condition causing disability, the anticipated length of the disability and the probability of the employee's ability to return to regular duties at the end of the leave period.