

SUPPORT STAFF LEAVE WITHOUT PAY

The superintendent may grant leaves of absence without pay to non-certificated personnel. Requests for leave without pay must be approved by the employee's supervisor and must include the reason for the request and length of absence. Requests shall be acted upon within a reasonable time not to exceed thirty (30) calendar days. A copy of this leave provision shall be given to the employee when leave is granted.

Leave without pay may be granted in situations where personal leave or sick leave does not apply, providing that a substitute is available. Leave without Pay will not exceed one (1) year. The employee cannot be compensated for regular salary during this period. Employees may remain active members of the South Dakota Retirement System and the employees benefit program, subject to legal limitations, by paying the entire cost of participation.

If leave without pay is granted for more than ninety (90) days, the employee shall give written notice of the intent to return no later than thirty (30) calendar days before the return date. If leave without pay is granted for ninety (90) days or fewer, the written notice is not required. Upon return, the employee shall be reinstated to the former position or one of comparable status.