

Washington County School District  
**Employee Request for Leave of Absence**

Board of Education  
121 West Tabernacle  
St. George, UT 84770

Date \_\_\_\_\_

I hereby submit my request for a leave of absence for the \_\_\_\_\_ school year.

My present assignment is \_\_\_\_\_ at \_\_\_\_\_  
Position School/Department

Leave of Absence Policy – 1330

Eligibility: Four years teaching experience in the Washington County School District immediately prior to applying for the regular leave of absence. Part-time employees do not qualify for this benefit.

The Board of Education may authorize a regular leave of absence for administrative or teaching personnel when it deems such leave to be reasonable and for good cause, and not detrimental to education within the District.

Regular leaves of absence shall be limited to a period not to exceed one year. Depending on availability, the employee may or may not be given the same assignment he/she had prior to going on leave.

Regular leaves of absence may be granted upon application to the Superintendent (through the principal) stating the purpose of the leave of absence, the facts as to its necessity or advisability, and other information helpful to the Board in making a determination as to whether the leave should be granted. In order to receive consideration, applications must be submitted by January 31 of the year preceding the leave.

Regular leave and sabbatical leave may not be back-to-back, and staff must requalify after having had one or the other. If leave is granted, retirement, accrued leave, position on the salary schedule, and other benefits provided by the school District, will be preserved and available to the employee upon return to regular employment.

Individuals on leave of absence must complete a notice of intent to return by January 31 of each year.

Employee Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Type or Print

Employee Signature \_\_\_\_\_

Principal or Department Head Signature \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

Received by the Washington County School District \_\_\_\_\_  
Date