



Provo City School District Policy Series 5400

5400 P6

Employee Leaves: Humanitarian Leave

Humanitarian leave may be granted to full-time contracted employees that have reached **career employee** status with the district and have completed six (6) years of quality service in Provo City School District. Humanitarian leave may be granted for opportunities to support humanitarian purposes. Employees granted humanitarian leave will not be employed for regular contractual services during the term of the leave.

Application

A written letter of application will be submitted to the Deputy Superintendent. The district reserves the right to deny leave based on being able to fill the position with a qualified employee. Individuals who are granted leave and during the extent of the leave must declare their intention to return to the district for the upcoming school year by February 1st of the school year prior to the year of return. After this date the positions may be considered vacant and open.

Length of Leave

Humanitarian leave will be granted for up to one year and will be granted on a case by case basis. Anything beyond the first year may be granted upon approval from the school board. Upon return to the district the employee will be placed on the salary schedule in the position they occupied before the leave.

Cross References
Policy 5400

Synopsis
Employee Leaves Policy

Adoption Date:

January 26, 2015