

MILFORD SCHOOL DISTRICT
Milford, Delaware 19963

4224

LEAVE OF ABSENCE

The Milford School District Board of Education may provide an unpaid leave of absence if available under provisions of a negotiated agreement and state and federal laws. A leave of absence may only be requested for the purpose of caring for a critically ill member of the employee's immediate family as defined in Delaware Code and supported by medical documentation after applicable FMLA and all other leave has been exhausted. A Leave of Absence will not be approved in order to extend leave outlined in Board Policy 4339 – Paid Leave for Birth or Adoption of a Child after June 30, 2020. The maximum length of the leave of absence will not exceed thirty (30) days.

All leave procedures and requests should follow policies set forth by the Milford School District, the State of Delaware via Delaware Code, and Federal Law. The employee will be responsible for any applicable benefit costs during the unpaid absence and will not accrue additional leave days while in an unpaid status.

Anyone who wishes to apply for an unpaid leave of absence shall submit a letter of request to the Director of Human Resources and School Climate to be presented to the Milford Board of Education.

ADOPTED: 6/20/11

REVISED: 4/20/2020