

<b>Descriptor Term:</b>  <b>Health Restoration Leave Regulations</b>	<b>Descriptor Code:</b>  <b>DDAB-BR</b>	<b>Issued Date:</b>  12.13.2017
	<b>Rescinds:</b>	<b>Adopted:</b>  01.17.2018

**Request for Leave**

An employee shall request health restoration leave at the same time he / she requests sick leave or FMLA leave if a need for health restoration leave is foreseeable. If this deadline is not practicable or leave is not foreseeable, the employee shall apply for leave as soon as practicable. Upon application for leave the employee shall present a written statement by a medical doctor to the effect that such leave is necessary for health purposes, stating the length of time such leave of absence is necessary. Failure to provide such certification may result in denying the leave until certification is received.

**Return to Duty**

An intent to return to duty must be submitted to the Superintendent no later than March 15<sup>th</sup> of the calendar year in which said leave is to be completed if the leave will terminate the first day of the next school year or no later than sixty (60) days prior to the leave completion date if scheduled to terminate during the course of a school year then in progress. Reassignment to the same school or, in the case of teachers, grade, or teaching area is not guaranteed.