Article IX.A.1.n.  **Civic and Service Leaves**

A.  **Statement of Policy**

Any contract employee of the District shall have the right to:

1.  become a candidate for public office and if elected, to serve in such office in accordance with the law;

2.  accept extended civic, humanitarian, religious service, or other similar service opportunities that may enhance the employee’s skills or experience.

B.  **Application for Leave**

1.  Upon application to the Human Resources office and approval by the Board of Education, an employee accepting an extended Civic or Service opportunity will be granted a leave for one or two years without pay and without benefits in order to serve.

2.  An employee may request a one year extension of an unpaid leave of absence under this section provided that the request shall be submitted on or before March 1 prior to the expiration of the original leave.

C.  **Legislators**

Those elected to serve in the State Legislature may be granted up to 60 days leave without pay, with extended health and life benefits.

D.  **Returning from Leave**

1.  An employee returning from a Civic or Service leave after one year or less will be entitled to a position comparable to the one held prior to taking the leave.

2.  An employee returning from a Civic or Service leave after more than one year will be entitled to a comparable position if one is available. If a comparable position is not available, the employee will be entitled to a lesser position and salary commensurate with that lesser position for which the employee is qualified within the employee’s class (i.e. administrative, teacher, classified or secretarial).