

P4-08-018 Discretionary Leave

(Revised **June, 2018** ~~February, 2017~~)

A leave of absence of up to one year will be granted to any employee with at least three consecutive ~~(no break in service)~~, successful years of service, **without a break in service**, in the division ~~who provides detailed information indicating the reason for the request~~. Discretionary leave may be taken for illness, family demands, or other personal reasons. **Employees must provide sufficient information substantiating the need for leave.**

~~The~~ **An employee on discretionary leave must notify the Department of Human Resources in writing on his/her intent to return by the deadline established in regulation R4-08-018. An employee returning from a leave of absence discretionary leave** will not be guaranteed his/her former **position assignment**, but will be placed in a ~~suitable vacant position~~ **vacancy** for which he/she is licensed and/or qualified. If no ~~suitable position~~ vacancy exists ~~that is one~~ for which the ~~individual~~ **employee** is qualified, the ~~employee~~ **he/she** will continue ~~in a on~~ leave without pay ~~status~~ and will be given ~~preference~~ **priority** over new applicants for the next ~~suitable opening~~ **vacancy for which he/she is qualified**. If more than one employee ~~has given~~ **gives** notice of **his/her** intent to return to active employment **from discretionary leave**, employees will be assigned to available positions ~~based on notification date~~ **in the order in which he/she submitted their written notice.**

No employee will be guaranteed priority for the next vacancy more than one year after the day he/she submitted his/her written notification of intent to return to the Department of Human Resources. ~~The guarantee of a suitable position will expire twelve (12) months after the February 15 deadline for written notification to the Superintendent or the Superintendent's designee of his/her intent to return.~~ **An employee on discretionary leave who refuses to accept a vacant position for which he/she is qualified** ~~Failure to accept a suitable position will result in termination of employment. Upon expiration of a 12-month period for a suitable vacant position, individuals may apply for vacant positions as they become available.~~

An employee's acceptance of any full-time employment while on discretionary leave, without the advance approval of the Superintendent, will result in immediate termination of employment and all associated benefits.

Refer to Regulation [4-08-018](#), "Guidelines for the Use of Discretionary Leave of Absence."