

## CLARK COUNTY SCHOOL DISTRICT REGULATION

R-4357

### POLITICAL LEAVE: ALL EMPLOYEES

- I. An employee political leave of absence without pay may be granted for the purposes of campaigning for political office, of holding a political office as a result of an election, or of working in the campaign of a political candidate. Under no circumstances may a political leave extend beyond the term of office of an elected official or in the case of non-elective positions beyond two (2) years.
  - A. An employee shall request a political leave of absence at least thirty (30) days prior to the effective date of the leave by submitting a Request for Leave of Absence through the Human Capital Management (HCM) Employee Self Service (ESS) – Separation/LOA Request tile to the immediate administrative supervisor.
  - B. An employee on political leave does not earn service credit toward retirement or advancement on the salary schedule during the period of absence.
  - C. Employees granted a political leave of absence may continue to participate in the group hospital-medical insurance plan providing the full premium is paid by check to the appropriate insurance administrator for the respective bargaining unit. At the expiration of a political leave without pay, employees may continue to participate in the insurance program for an additional period not to exceed six (6) months (total combined insurance option - eighteen (18) months by federal regulation - COBRA).
  - D. An employee wishing to return to service upon expiration of the leave must submit a written request to the Human Resources Division prior to April 1 or at least sixty (60) days before the employee will be available for reassignment.
  - E. The employee shall be returned to active service when a vacancy occurs for which the employee is qualified. The district is not obligated to return the individual to the original position held by the employee prior to the leave.
- II. An employee serving in a full-time political or public office is not eligible for a political leave of absence.
- III. It is understood that statements and actions of an employee on a political leave of absence represent the employee as an individual and do not represent the position of the district.

- IV. An employee on an approved political leave of absence who fails to request reinstatement or who fails to return to the assigned position following expiration of the political leave of absence may be terminated at the conclusion of the leave since failure of an employee to report for duty is cause for dismissal.

Review Responsibility: Human Resources Division  
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4956.4:9/65;8/74;8/79] (10/22/81)  
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