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**Subject: EXTENDED Rocky Mountain Risk Insurance Group LEAVE**

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1. Employees of the Rocky Mountain Risk/BOCES may receive Extended Leave ("Leave") subject to recommendation by the Executive Director and approval by the Board of Directors.

1.1 This Leave shall be provided with full pay, less the actual cost of providing a substitute, as necessary.

1.2 This Leave shall not extend for a period beyond a total of thirty (30) work days in the employee's work year.

2. This Leave shall be provided when the following conditions are met:

2.1 The employee has made timely application in accordance with procedures established by the Executive Director.

2.2 The Executive Director has made a recommendation to the Board of Directors for approval of the Leave for a specific period of time.

2.3 The Board of Directors has approved the Leave.

3. The recommendation of the Executive Director and the approval of the Board of Directors shall be based on consideration of the following factors:

3.1 Benefit to the Rocky Mountain Risk/BOCES.

3.2 Benefit to the professional or career status of the employee.

3.3 Assessment of the positive or negative impact on the Rocky Mountain Risk/BOCES.

3.4 Consideration of the economic benefit or detriment to the Rocky Mountain Risk/BOCES.

3.5 Consideration of prior use of similar Leave(s) by the employee.

4. This Leave shall not be deemed to be a part of any employee's contract or assignment. The grant or denial of Leave shall be completely discretionary with the Board of Directors.