

## **PERSONNEL SERVICES**

**Regulation 4741**

### **Separation**

#### **Reduction in Force: Support Staff**

1. Support staff placed on unrequested leave of absence because of a reduction in force (RIF) shall receive consideration for other District jobs for which they qualify. The unrequested leave of absence shall extend for a period of one (1) year.
2. Each support person while on unrequested leave shall keep the Personnel Office informed, in writing, of his/her current address and telephone number.
3. During the leave period the employee shall retain his/her seniority and accumulated sick leave for consideration and use upon recall.

Re-Adopted: March 18, 2025

Adopted: July 18, 2000

Knox County R-I School District, Edina, Missouri