



Leadership Team Extended Leave Protocol

- This protocol includes maternity leave, annual leave longer than two weeks, and extended sick leave.
- When an NPS takes extended leave, the other NPS agents and state office will divide up the work load
 - Depending on the unit, the educators (and their agencies) will be divided among the other NPS agent based on location and the number of educators in the unit. (Educator will be assigned to one NPS agent for interim supervision)
 - The NPS covering the unit will have regular phone calls with educators they are responsible for and will travel to that county 1-2 times per month while the other NPS is on extended leave to meet with educators (1 on 1) as well as agencies.
- Someone from the state office will cover the unit meeting(s) while the NPS is on extended leave.
- The NPS on extended leave will be responsible for:
 - Communicating the expected dates of leave to the leadership team
 - Work with the EFNEP State Office to divide up the counties to other NPS
 - Communicating performance issues/concerns of the educators to designated interim NPS
 - Communicating with agencies, county directors, other county staff and educators about leave dates and coverage.
 - Planning with interim NPS for performance appraisal process if/when needed.