

POLICY: 407

ALL EMPLOYEES: LEAVE WITHOUT PAY

The District recognizes that circumstances may make it necessary for employees to request leave without pay in rare situations. Leave without pay, defined as six (6) days or less in a three (3) year period, may be used to excuse an involuntary absence for an emergency or once-in-a-lifetime event. Such leave shall be infrequent and shall not be guaranteed. Leave without pay may only be requested once all other appropriate leave balances have been exhausted. These procedures are not applicable to leave without pay related to Family Medical Leave (FMLA).

An employee who is requesting leave without pay must submit a written request to their immediate supervisor and to the superintendent or his/her designee with the reason provided. Employees are not asked to give details related to medical procedures for self or others. Such requests shall be made a minimum of ten (10) days in advance when possible and shall specify the beginning and end dates of the leave without pay.

Leave without pay must be authorized by the superintendent or his/her designee. The superintendent or designee will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program, the District's operations, length of service, previous record of absence, the financial condition of the District, the reason for the requested absence, and other factors the superintendent believes are relevant to making this determination.

Factors involved in this determination will include, but are not limited, to the following:

- Reason for the request (emergency or once-in-a-lifetime event).
- Leave history of the individual such as the number of days requested, placement of days requested, number of leave requested in the past, or history of compliance with following board policies for past leave requests.
- History of the individual in previous adherence to board policies, and/or respective negotiated agreement and building/department guidelines.
- All other available and appropriate leaves exhausted first and, if possible, whether advanced planning for the other event had occurred where the employee could have used another leave option,
- Whether the leave places a hardship on the district.

An individual who does not follow the above procedures or who takes such leave without prior approval may be considered for disciplinary measures to include but not be limited to suspension without pay and/or termination.

This leave is non-grievable.

Adopted:

Revised: 07/24/07, 8/10/20

Reviewed: 7/9/12, 09/26/22