ALL EMPLOYEES: LEAVE WITHOUT PAY

Unpaid leave may be used to excuse an involuntary absence for an emergency or once-in-a-lifetime event. Unpaid leave 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 and school district 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.

The request must be made a minimum of ten (10) days in advance, when possible, and in writing with the reason provided.

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

- Reason for the request (emergency or once-in-a-lifetime event)
- Leave history of the individual
  --number of days requested
  --placement of days requested
  --number of leave requests 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, appropriate leaves exhausted first and, if possible, whether advanced planning for the event had occurred where the employee could have used another leave option,
- Whether the leave places a hardship on the district:
  --whether there is a qualified substitute available.
  --whether the leave has a negative impact on the education process for the students or on the work that needs to be done by his/her peers,
  --whether work that must get done can be completed on time (if a deadline has been identified) or whether that work can be completed effectively upon return at no additional cost to the
district.

--legal mandates if applicable (ie.: FMLA, reasonable accommodations, etc.)

The district has the right to request evidence that the leave was used for the purpose identified in advance and has the right to deny such leave at any time. If the leave is granted, the deductions in salary shall be made. 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.

Adopted:
Revised: 07/24/07
Reviewed: 7/9/12