

Unpaid leaves of absence may be granted upon request for absences not otherwise covered by Board policy or by a collective bargaining agreement. Unpaid leave may be requested after personal leave or other applicable leaves have been exhausted. Unpaid leaves of absence must be arranged in advance with the employee's supervisor and must be approved in advance by the Superintendent. Employees may be asked to give a reason for the requested unpaid leave of absence and restrictions may be imposed on the leave of absence. The Superintendent has discretion to grant or deny the unpaid leave, except that the Board shall approve unpaid leaves of absence in excess of twenty (20) work days. Whenever possible, the employee shall make a written request for unpaid leave at least ten (10) work days prior to the beginning of the requested leave of absence. The employee shall have deducted from his/her salary an amount equal to one day's pay for each day of absence. For unpaid leaves in excess of twenty (20) work days, the District shall not continue fringe benefits. The employee may continue the fringe benefits, after 20 unpaid work days, at his/her own expense. The expense will be calculated at a per diem rate.

Date of Adoption: 9/13/71

Dates of Revision: 2/10/75; 12/13/76; 2/8/93; 1/96; 8/99; 5/03; 9/22/08; 10/23/17

Dates of Review: 4/22/13; 9/28/15