

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 all 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. 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.

Date of Adoption: 9/13/71

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