

STAFF PERSONNEL

Series 500

Policy Title . . . UNPAID LEAVE(S)

Code No. 529.1

It is the philosophy of the School Board that employees have a primary commitment to the agreed upon workdays. Therefore, requests for unpaid leave time during the employee's scheduled work year should only be approved based on highly unusual or a unique major life event.

Date of Adoption:

January 10, 2005

Reviewed:

August 11, 2008

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### Series 500

#### ADMINISTRATIVE REGULATION TITLE . . . UNPAID LEAVE(S)

Code No. R-529.1

1. Unpaid leave may be requested for highly unusual or a unique major life event, "*a chance of a lifetime opportunity*". Some examples are listed:
  - a.) A son/daughter's wedding or graduation
  - b.) To chaperone or accompany one's child(ren) on a school or other activity related trip but not on an annual basis.
  - c.) An employee's spouse is given a trip by his/her employer for personal accomplishment. This would only be permitted once in a five-year period. The employee will be expected to verify the fact that travel dates beyond the adopted school calendar are unavoidable.
2. All applicable employee contract provisions must be utilized prior to a request for unpaid leave.
3. Consideration will be given to the following factors when a request for leave is received.
  - a.) The length of the request and time of the year.
  - b.) The nature and uniqueness of the employee's assignment.
  - c.) The ability to maintain services with the employees absent.
  - d.) Prior requests for unpaid leave.
  - e.) The employees work record and pattern of attendance. An employee who has not received a reprimand or a plan for improvement and has an average or less than three days of absence a year for the current five-year period of employment shall be deemed to have a "satisfactory work record and pattern of attendance. The five-year period preceding the request is the "current five-year period". If the employee has not been employed for five years, the time period will be from initial employment.
  - f.) This policy doesn't apply to inclement weather.
4. Procedure:
  - a.) The employee shall submit a written request to his/her immediate supervisor or building principal.
  - b.) The request should be submitted as early as possible, generally the request should be submitted no less than three weeks preceding the actual leave.
  - c.) If the leave is for three days or less, the principal/immediate supervisor will make the determination to grant or deny the leave request. If the requested leave is for more than three days, the principal/immediate supervisor, in consultation with the Director of Business Services, will make the determination.
  - d.) If the leave is denied, the employee will be notified in writing of the reason(s).
  - e.) If the employee is a teacher, all lesson plans must be submitted to and approved by the building principal at least three days prior to the leave.
5. Appeal  
If the employee request is denied, it may be appealed to the Director of Business Services if he/she was not involved in the initial request. If he/she was, then the appeal may be directed to the superintendent. If the Director of Business Services hears the appeal and the employee is not satisfied, it may be appealed to the superintendent. In reaching a decision the Director of Business Services/superintendent will use the definitions and criteria as listed in this regulation. Any appeal must be submitted in writing within five days of the receipt of the reason(s) for denial.
6. Salary Deduction  
The employee's gross salary will be reduced in daily increments to equal the number of unpaid personal leave days that were taken. This will reduce the employee's annual salary. For leaves of this nature the deduction will be made on the next payroll or if necessary payrolls if one is not sufficient to complete the deduction. The deduction may be made over additional payrolls for reasons of hardship with the approval of the Director of Business Services.