

LEAVE WITHOUT PAY
PERSONNEL REGULATIONS

I. Leave Without Pay

Request for leave without pay, except when used in the absence of sick leave or when used for military leave, must be approved in advance by the employee's immediate supervisor and the superintendent.

A. Personal Leave Without Pay Eligibility.

1. Personal leave without pay is not a regular benefit. It is intended to be used when unusual or emergency situations arise. In order to be eligible for the leave, the employee must have exhausted all personal leave.
2. The maximum leave for personal reasons that may be granted in any contract/appointment year is five (5) working days. Unless in the case of an emergency, the leave without pay shall not be granted during the first or last two weeks of school, during peak work periods, including periods of standardized testing, or to extend any holiday period.
3. Except in cases of emergencies, the employee must submit a written request to his/her immediate supervisor and the superintendent explaining the purpose of the leave without pay a minimum of three weeks in advance of the desired leave date.

Adopted: January 11, 2010