



BOOK: Employee Handbook Administrative Guideline

PART: I – All Employees

SECTION: 14.03

TITLE: Unpaid Leave

Process/Guidelines for Unpaid Leave

This Administration Guideline does NOT apply to Section 14.01 (Medical Leave & FMLA) and 14.02 (Child Rearing Leave).

Administrative Procedure: *“application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole discretion.”*

Sole “Discretion” allows the Superintendent to also deviate from Administrative Procedure based upon unique circumstances and requests.

- ALL Personal days must be exhausted.
- First request (within a fiscal year; July 1 through June 30th) would continue to follow the previous practices of simple salary deduct for the length of the absence.
- Second and all subsequent requests will have salary deduction, deduction for health insurance benefits and payment for the cost of a substitute (weather or not one is hired) calculated on a daily rate.

14.03 Unpaid Leave of Absence – For Other than Medical and Child Rearing Reasons

A. Application Procedures: All requests for other unpaid leave of absence, other than emergencies, must be submitted to the District at least 30 days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole discretion. Requests for more than 30 days will require Board of Education approval. The unpaid leave of absence shall not exceed one (1) calendar year. Generally, an employee seeking unpaid leave will be required to fully exhaust any available and accrued paid leave that is available for the purpose.

B. Benefits During Leave:

1. Length of service and other benefits shall not accrue during such leave.
2. The employee may continue health insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health insurance at the employee’s expense is contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the due date established by the District, the employee’s insurance coverage shall be terminated.
3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid child rearing leave.

C. Placement upon Return from Leave: The employee shall notify the District Administrator or his/her designee of the employee’s intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee’s percentage of contract was reduced or increased due to nonrenewal or reduction in force, whichever is applicable.