

Adopted: May 20, 1996
Revised: _____
Last Reviewed: February 20, 2015

District 77 Policy 432

432 ABSENCE WITHOUT PAY

I. PURPOSE

The purpose of this policy is to set forth the process and procedures to be used when an employee desires to take an unpaid leave.

II. GENERAL STATEMENT OF POLICY

- A. The employee shall make application for authorization at least ten (10) calendar days in advance of the occurrence. Length of service, previous record of absence (other than for personal illness), the availability of a competent substitute, and the purpose of the absence shall be factors in the decision for authorization.
- B. Short duration leaves for purposes of personal or business reasons not covered in other statements or by a Master Agreement may be requested by submission of a Leave Request Form to the building principal and the Director of Human Resources.

Cross References: District 77 Policy 436 (Extended Leave of Absence)
District 77 Policy 453 (Noncertificated Personnel - Loss of Pay)
Article X, Section 6 Secretaries' Master Agreement
Article VII, Section 7 MSEA Master Agreement
Article X, Section 3 Food Service Workers' Master Agreement