



CERTIFICATED HUMAN RESOURCES

REQUEST FOR LEAVE OF ABSENCE

_____ Name (Please Print)	_____ Today's Date
_____ Home Address	_____ Telephone number
_____ City, Zip Code	
I hereby request a leave of absence from the District to be effective from:	
_____ Month/day/year	through _____ Month/day/year

I request a full time leave of absence: <input type="checkbox"/>	I request a partial leave of absence: <input type="checkbox"/>
For partial leave requests: Number of hours or sections per day: _____ or number of days per week: _____ or % of assignment: _____	

The request for leave of absence is for the following reason:	(please see contract language and BP 4161 on reverse)
_____ _____ _____ _____	
_____ Signature	_____ Current Work Site and Assignment/Position

RECOMMENDATION:

APPROVE	DENY	NAME (PRINT)	SIGNATURE	DATE
_____	_____	_____	_____ Immediate Supervisor	_____
_____	_____	_____	_____ Assistant Superintendent, Human Resources	_____
_____	_____	_____	_____ Superintendent of Schools	_____
_____	_____	_____	_____	_____

Certificated Bargaining Unit Contract

7.11 OTHER LEAVES WITHOUT PAY

A bargaining unit member may apply for, and the District may grant, a leave without compensation, increment, seniority or tenure credit, for a period of three (3) school years for the following purposes: volunteer service organizations (such as, but not limited to, Peace Corps, Vista), care for a member of the immediate family who is ill, long term illness of the unit member, service in an elected public office, adoptions of a child, parental responsibilities, professional study, research or compelling personal need.

7.12 A unit member may apply and the District may grant a partial leave without pay when job sharing or teaching part time without loss of increment or seniority for a period not to exceed three (3) school years.

7.13 Upon request of a bargaining unit member, based on compelling, extraordinary circumstances, the District may extend the leave authorized under Section 7.11 or Section 7.12.

7.14 The applications for and granting of such leaves of absence shall be in writing. In addition, a unit member on such leave shall notify the Human Resources Department by March 1 of the school year as to an intent to return to employment in the District. Failure to notify the District by this date shall be considered an irrevocable resignation from the District.

In accordance with Board Policy 4161: As a unique opportunity, LUSD may provide a one year (maximum) leave for certificated employees who obtain employment in a different school district or other employment.