



**LOMPOC UNIFIED SCHOOL DISTRICT**  
 HUMAN RESOURCES  
 P.O. BOX 8000  
 LOMPOC, CA 93438

**REQUEST FOR LEAVE OF ABSENCE**

NAME:

HOME ADDRESS:

PHONE:

TODAY'S DATE:

I hereby request a leave of absence from the District to be effective from:

through

for the following reason:

Position:

Site:

Signature \_\_\_\_\_

**RECOMMENDATION:**

APPROVE	DENY	NAME (PRINT)	SIGNATURE	DATE
_____	_____	Immediate Supervisor	_____	_____
_____	_____	Immediate Management Supervisor	_____	_____
_____	_____	Division Supervisor	_____	_____
_____	_____	Director of Human Resources	_____	_____
_____	_____	Superintendent of Schools	_____	_____
_____	_____	Date of Board Action	_____	_____

See next page for contract language

Classified Bargaining Unit Contract

**Classified Employees**

10.11 **Other Leaves Without Pay**

- 10.11.1 Upon recommendation of the Superintendent and approval by the Board of Education, leave without compensation, increment, seniority or credit towards probationary or permanent status, may be granted for a period of one (1) school year for the following purposes; care for a member of the immediate family who is ill, long-term illness of the unit member, service in an elected public office, or retraining, study or research.
- 10.11.2 Unpaid leaves of absence for up to six (6) months may be granted for the purpose of accepting employment outside the District.
- 10.11.2.1 During the term of this agreement the District agrees to avoid unilateral policy changes which result in blanket employment leave denials.
- 10.11.3 The application for and granting of such leaves of absence shall be in writing. In addition, a unit member on such leave shall notify the Director of Classified Personnel no later than thirty (30) days prior to expiration of the leave of intent to return to employment in the District. Failure to so notify will be considered an abandonment of position and nullify any bumping rights.
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Certificated Bargaining Unit Contract

**Certificated Employees**

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: 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, adoption 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 7.101 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.