



## MEMORANDUM

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Date: 2022/23 School Year  
To: All Staff  
From: Rachel Davenport, Executive Director of Human Resources  
Subject: Leave without Pay (LWOP)

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Please review this important information.

“Leave without pay” is leave that may be granted, **upon request**, in situations that require a staff member to miss work when their other forms of leave have been exhausted or are not applicable.

It is our district’s desire to work with employees to accommodate the need for this type of leave. However, it is also our responsibility to ensure that **required work functions are completed** and that **students are working with our regular, high quality staff members for as much of the school year as possible**.

Leave without pay can only be granted after you have submitted a Leave Request form to your immediate supervisor and it has been approved by the building/department administrator and Human Resources. Leave forms can be found on [this page](#) (scroll down to the HR - Leave Forms section) or by going to [nkschools.org](https://nkschools.org) and selecting For Staff>Forms. **Approval is granted on a case by case basis**. The tests for determining if leave without pay requests will be granted include, but are not limited to, the following:

1. Will the absence create a hardship for your school or department?
2. Have all other applicable forms of leave been exhausted?
3. Is the leave being requested due to an emergency?
4. Is the leave being requested to take advantage of a “*once in a lifetime*” opportunity?

NOTE: Determinations may vary based on the requesting employee’s job assignment.

Some examples of leave without pay requests that are likely to be denied:

- Requests for extensions of summer break, winter break, spring break, or other holiday breaks after personal leave has been exhausted
- Providing for vacation time other than scheduled school breaks and holidays or negotiated vacation days

In cases of diagnosed serious medical conditions for an employee or a family member, the Human Resources staff will work with staff members to determine which leave options are available.

**Please be sure you have received approval for leave without pay *before* making any firm financial commitments or scheduling arrangements to miss work during the school year. Whether or not you have committed money will not be a factor in the determination process outlined above.**

Please contact us if you have any questions regarding this memo. Thank you for your effort and commitment to our students!

**All in for All Students**