

**CLASSIFIED AND NON-LICENSED
ADMINISTRATIVE/PROFESSIONAL/TECHNICAL STAFF PERSONAL LEAVE OF
ABSENCE**

CLASSIFIED STAFF

Personal leaves of absence without pay not to exceed 45 work days per assignment year may be granted to classified staff employees with the approval of the employee's supervisor and the department of human resources. Such leaves are intended for purposes or activities approved by the Board of Education.

Requests for personal leave of absence shall be made in writing to the director of human resources.

If an employee has excessive absenteeism or an unacceptable, unsatisfactory evaluation then a leave of absence may be denied.

NON-LICENSED ADMINISTRATIVE/PROFESSIONAL/TECHNICAL STAFF

Upon approval of the Board, non-licensed administrative/professional/technical staff members who have served a minimum of four consecutive years (including the current contract year) may be granted unpaid leave of absence not to exceed one year for purposes or activities approved by the Board. A leave of absence for non-licensed administrative/professional/technical staff members with less than four consecutive years may be granted for a period not to extend beyond the termination of the current school year in which the leave commences.

Requests for personal leave of absence shall be made in writing to the director of human resources at least 30 days prior to the anticipated leave date. Exceptions to this deadline may be approved by the Board.

An employee returning from personal leave shall be returned to a comparable position within the district with all accrued but unused benefits reinstated.

If an employee has excessive absenteeism or an unacceptable, unsatisfactory evaluation then a leave of absence may be denied.

Adopted prior to 1985

Revised September 1, 1993

Revised and recoded June 20, 2012

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Cross ref.: GBGF, Federally-Mandated Family and Medical Leave