

# POLICY

## STAFFORD TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF MEMBERS  
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Unpaid Leave of Absence

### 4435 UNPAID LEAVE OF ABSENCE

The Board of Education may, at its discretion, provide for unpaid leaves of absence, for any support staff member of this district not otherwise covered by the terms of the negotiated agreement ("non-affiliated") who have exceeded their allotted days and whose absence from duties will be required for a foreseeable event. Please be aware that these foreseeable events do not include those covered by applicable federal and state family medical leave laws, which are covered by Board Policy No. 4431.1 and 4431.2. Decisions as to whether to grant a non-affiliated support staff member leave under this policy will be made on a case-by-case basis upon a showing of good cause and in accordance with the procedures set forth herein and as established by the Superintendent.

As to "affiliated" support staff members (those covered by the terms of a negotiated agreement), certain unpaid leaves of absence are covered under the collective bargaining agreement. These include disability (other than family medical leave which is covered by applicable federal and state family leave laws and Board Policy No. 3431.1, 3431.2, 4431.1, and 4431.2), child rearing, professional improvement, sabbatical, and military service (also covered by applicable law). In addition to the leaves granted by applicable law and collective bargaining agreement, the Board may, at its discretion, consider granting unpaid leaves of absence to support staff members who have exceeded their allotted leave days on an individual (case-by-case) basis.

An support staff member who anticipates the need for an unpaid leave of absence for reasons not otherwise granted by law, board policy, or collective bargaining agreement (if same applies) shall so notify and request said leave of the Superintendent as soon possible and in sufficient time for the Superintendent to present the request to the Board of Education at the next scheduled Board of Education meeting prior to the requested leave. In order to meet this timeframe, requests must be submitted at least thirty (30) days in advance of the Board meeting preceding the requested leave (however, more than 30 days may be provided and is encouraged, as it may be a consideration of the Superintendent and Board in using their discretion to grant the leave). In the event of an emergency where it is not reasonable or possible to obtain Board approval in advance of the requested leave, the Superintendent may pre-approve the leave upon a showing/justification from the employee of the emergency. In doing so, the Superintendent shall indicate to the Board that the leave was pre-approved due to emergency circumstances.

The Stafford Township Board of Education will require any support staff member requesting an unpaid leave of absence under the provisions of this Policy to provide justification and documentation to support their need for the requested leave. Requests and documentation shall be submitted to the Superintendent on a form created for that purpose.



# POLICY

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The Board reserves the right to require any support staff member who requests an extended leave of absence to commence and/or terminate the leave at times that ensure continuity in district operations. Whenever possible, partial year leaves of absence will begin and end at divisions in the academic calendar and will cause not more than one interruption in employment continuity during the school year in which the leave is taken.

All unpaid leaves of absence granted under this Policy shall be granted on an individual case-by-case basis. The granting of any unpaid leave of absence to one employee under this policy does not automatically mean it will be granted to any other employee and will not constitute a past practice.

Employees who fail to follow the provisions and procedures set forth herein will subject to discipline.

Adopted: 22 July 2004  
Revised: 19 August 2010

