Recommended Descriptor Code: DDC

Unpaid Leave

It is only under the following circumstances that a staff member may request to take a day off without pay:

1. All other leave applicable to the situation must be used first.

2. The reason for the request must be due to a very unique, rare, lifetime circumstance or event.

Certified Staff

A staff member must make a written request to their building principal or supervisor that includes the number of days of leave and a detailed explanation of why the request is made. The administrator will examine the request to determine if it meets the criteria above. The administrator/building principal must also determine if there would be any concern with the number of staff members absent at a particular time.

If the building principal or supervisor determines the request meets the criteria, they will send the staff member's request, along with documentation stating their approval to the Superintendent for review. The Superintendent will make the final determination. If the building principal/supervisor or the Superintendent determines the request does not meet the above criteria, it will be denied.

Professional and Support Staff

A staff member must make a written request to their building principal or supervisor that includes the number of days of leave and a detailed explanation of why the request is made. The administrator will examine the request to determine if it meets the criteria above. The administrator/building principal must also determine if there would be any concern with the number of staff members absent at a particular time.

Complementary Documents

- DD, Leaves and Absences
- DDC-AR1, Unpaid Leave for 9- to 11-Month Classified Employees
- DDC-AR2, Impact for Non-Family and Medical Leave Act (FMLA) Leave Without Pay on Health Insurance

End of Bismarck Public School District Policy DDC

Adopted: 7/1/2016
Revised: 8/8/2023