Supplementary Descriptor Code: DDC-AR1

Unpaid Leave for 9- to 11-Month Classified Staff

Classified staff are expected to report to work each day for which they are scheduled to work. In those instances for which an absence may be necessary, staff may request from their building administrator consideration for unpaid leave. Staff should not assume unpaid leave will be granted. Leave may be denied for a multitude of reasons based upon the needs of the students and the District.

Any absence not covered by a federally required leave or available, applicable paid leave may be considered an unexcused absence. If an employee believes they may require leave under a federal law, they should contact their supervisor immediately. Classified employees who work 9-11 months per year may use their balance of personal leave for personal reasons not related to an employee's medical condition upon supervisor approval. All available/applicable personal leave must be exhausted prior to a request for unpaid leave. The total number of unpaid days for personal reasons may not exceed three (3) days per year.

Unpaid leave for personal reasons must be approved by the building administrator.

Requests for unpaid leave should be made as early as possible.

There is no right to unpaid leave for personal reasons and approval is not a guarantee of future approval.

Staff should be aware that unpaid leave may affect their eligibility for certain benefits.

Unexcused leave may lead to employee disciplinary action, up to and including termination.

End of Bismarck Public School District Administrative Rule DDC-AR1 Adopted: 8/8/2023