

REQUEST FOR ONE YEAR or PARTIAL YEAR LEAVE OF ABSENCE

The Chandler Unified School District recognizes that extenuating circumstances may arise that necessitate an employee to be absent from duty for reasons other than those covered by federal or other specific provisions recognized by the District. To address such situations, a certificated or support staff employee may request a leave of absence without pay for up to one (1) year. **This type of leave of absence request is separate from those requests for which may fall under the guidelines for the Family Medical Leave Act (FMLA).** For FMLA qualified leave of absence requests, the employee should fill out an FMLA application to request a leave of absence.

EMPLOYEE NAME: _____

EMPLOYEE ID#: _____

SITE/DEPARTMENT: _____

JOB TITLE: _____

NAME OF SUPERVISOR: _____

DATE OF HIRE: _____

GENERAL GUIDELINES FOR CONSIDERING A ONE YEAR / PARTIAL YEAR LEAVE OF ABSENCE

- 1) Reasons for the leave may include, but are not limited to:
 - * Medical leave that goes beyond the timeline allowed by the Family Medical Leave Act (FMLA)
 - * Parenting following the birth or adoption of a child
 - * To care for a family member beyond the timeline allowed by the Family Medical Leave Act (FMLA)
 - * For continuing education (employee must be enrolled full time in coursework related to their position)
- 2) Employee must have completed three full years of service in the district with satisfactory performance.
- 3) One year leaves should begin on the first work day in July and end on the last work day in June.
- 4) The start and end dates of a partial year leave that does goes beyond the timeline allowed by FMLA should be declared at the inception of the leave request.
- 5) Classroom teachers should align their return to work at the beginning of the quarter/grading period.
- 6) For leave requests that go beyond the FMLA allowed timeline, the start and end dates of the leave should align to the best interest of the District and afford the administration the opportunity to secure a quality replacement.
- 7) Supervisors should provide input regarding the ability of the site to find a qualified replacement. A leave request may not be recommended if a qualified replacement is not available. Options for resignation and rehire will be considered.
- 8) The deadline to request a One Year Leave of Absence is **February 1** of the school year preceding the school year of the leave.
- 9) Employees who are on a One Year or Partial Year Leave must notify the District by **February 1** of their intent to return the following year.

DETAILS OF THE REQUESTED LEAVE OF ABSENCE

FIRST DAY OF LEAVE: _____

REQUESTED RETURN DATE: _____

REASON FOR THE LEAVE OF ABSENCE: _____

I am requesting my leave request be approved:

Employee Signature

Approval of the requested leave is being recommended:

Supervisor Signature

Approval of the requested leave is being recommended:

Human Resources Administrator

Governing Board Approval Date: _____

(Updated: 11/28/2023)