

Teacher Unpaid Leave Request Form

I am requesting an unpaid leave for the following date(s):

Article X. Section H. Unpaid Leaves:

Unpaid Leave. Any teacher who is not qualified for a paid leave under Section A of this Article may request an unpaid leave of absence. Such leaves shall be at the discretion of the Superintendent and may be granted for any reason, subject to the following limitations and requirements:

- 1. A written request must be received by the Superintendent not less than ninety (90) calendar days prior to the requested commencement of the leave. Waiver of this provision shall be at the sole discretion of the Superintendent.*
- 2. All requests shall state the reason for the leave, the benefit to the teacher and the school, the requested commencement date and the length of the leave.*
- 3. Leaves shall be for no more than one (1) calendar year.*
- 4. If a teacher disagrees with the decision of the Superintendent, the exclusive avenue of appeal should the leave be denied is the submission of a written appeal to the Superintendent.*
- 5. Leave will not be granted to pursue other employment.*
- 6. The Superintendent shall respond to requests under this section in writing and within a reasonable time.*

Teacher Name: _____

Reason for Unpaid Leave: _____

Teacher Signature

Date

☐ Unpaid Request Approved ☐ Unpaid Request Not Approved

Superintendent Signature

Date