

**MILFORD SCHOOL DISTRICT  
Milford, Delaware 19963**

**POLICY**

**4203**

**LEAVE WITHOUT PAY**

The Milford School District believes that regular and reliable attendance by employees is essential to the efficiency and effectiveness of the school district and directly supports the learning, safety, and success of students. All employees are expected to work as scheduled and follow District procedures when requesting leave.

Definition

Leave Without Pay is an unpaid absence from work that occurs when an employee has no available paid leave and the absence is not protected by law, such as under the Family and Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA). Leave Without Pay may be granted only in documented catastrophic circumstances.

Expectation of Attendance

Employees are expected to maintain prompt and regular attendance. Consistent attendance is essential not only for satisfactory job performance but also for supporting the learning, safety, and success of students.

Use of Leave Without Pay

Paid leave must be used before Leave Without Pay. Leave Without Pay will be granted only in documented catastrophic circumstances, unless otherwise required by law, and requires Board approval. Any Leave Without Pay that is not protected by law may be documented in the employee personnel file.

ADOPTED: 4/20/26

NEXT REVIEW DUE: 4/31