

# Classified Request for leave without pay

## UNPAID LEAVES (Over 30 Days)

### Article 9:

Unpaid leaves of absence

B. Other Unpaid Leaves of Absence in excess of 30 days

1. Employees may request an unpaid leave of absence for up to one calendar year. The approval and granting of such leaves and the terms shall be at the sole and exclusive discretion of the Superintendent or designee.
2. Employees who have appropriately requested and been granted leave and return to the district will retain all seniority accrued at the time of the leave. No seniority will accrue during the leave.
3. Employees returning from leave shall be subject to the terms of the collective bargaining agreement in effect at the time of return.
4. An employee on a leave of absence under this section remains subject to layoff under Article 11 during the leave. If the employee's job is eliminated due to layoff during the leave, he or she will be placed on the recall list as long as s/he has complied with the terms of the approved leave.

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### I request leave without pay for the following period:

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

The leave is for the following reason:

- Maternity/Parental outside of FMLA/OFLA     FMLA/OFLA leave only (Contact HR)  
 Military leave     Other: \_\_\_\_\_

Name: \_\_\_\_\_ Building: \_\_\_\_\_

### Contact information during leave:

Email: \_\_\_\_\_

Address: \_\_\_\_\_

By signing, I hereby verify that I understand it is my responsibility to provide the district with any changes in contact information.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Superintendent or designee \_\_\_\_\_ Date

- Approved  
 Denied Reason: \_\_\_\_\_