

Certified Request for leave without pay

UNPAID LEAVES

As per article 21 of the SEA bargaining agreement:

21.1 Leaves without pay may be granted by the Board.

- A. Requests for leaves without pay must be in writing and must have prior approval. Leave of five (5) days or less may be approved by the member's supervisor. Leaves of more than five (5) working days shall be approved by the Superintendent.
- B. Members who have appropriately requested and been granted leave and return to the district will retain all seniority accrued at the time of leave. No seniority will accrue during the leave.
- C. Members returning from leave shall be subject to the terms of the CBA in effect at the time of return.
- D. Except as may be required under 21.3, any unpaid leave in excess of 20 consecutive working days, the District shall not provide fringe benefits beyond the end of the month in which the leave commences. However, subject to the underwriter's requirements, the employee may continue medical or other insurance programs at his or her own cost.

21.2 Military Leave: Members shall be entitled to military leave in accordance with federal and state statutes.

21.3 Family Leave: All parties to this agreement acknowledge the existence of and the obligation to comply with the State and Federal Family Leave Law.

I request leave without pay for the following period:

Start date: _____

End date: _____

The leave is for the following reason:

Maternity/Parental outside FMLA/OFLA

FMLA/OFLA (Requires a separate application.
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.

The District will send notification of contract renewal to me by March 15. In return, I will respond by April 15. Failure to notify the district of my intent to return will equate to my resignation.

Signature

Date

Principal

Date

Approved

Denied Reason: _____

Superintendent

Date