

STAFF PERSONNEL

Series 400

POLICY TITLE CLASSIFIED EMPLOYEE UNPAID LEAVE

No. 414.8

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies. Unpaid leave for classified employees must be authorized by the Executive Director of Human Resources. Whenever possible, classified employees will make a written request for unpaid leave five days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the Superintendent.

The Executive Director of Human Resources will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the Executive Director of Human Resources will consider the effect of the employee's absence on the education program and school district operations, the financial condition of the school district, length of service, previous record of absence, the reason for the requested absence and other factors the Executive Director of Human Resources believes are relevant in making this determination.

If unpaid leave is granted, the duration of the leave period is coordinated with the scheduling of the education program whenever possible, to minimize the disruption of the education program and school district operations.

The requirements stated in the Master Contract between employees in the collective bargaining unit and the board will be followed.

Legal Reference: Iowa Code §§ 20.9; 279.8 (2013).

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Date Approved: August 14, 2006

Last Date Reviewed: May 22, 2017

Last Date Revised: June 12, 2017