

## Leaves Without Pay for Educational Support Personnel

### Section A - Introduction

The Board of Education recognizes that there may be extenuating circumstances that cause an employee to be unable to work for a period of time, and the employee has exhausted or is ineligible to utilize other available paid leave. In these limited circumstances, an employee may request Board approval to take a leave without pay. ~~The assistant superintendent for human resources shall not grant leave without pay to educational support personnel except in extenuating circumstances. The determination as to what constitutes "extenuating circumstances" will be made by the assistant superintendent for human resources.~~

### Section B - Approval Authority

Requests for leaves without pay will only be authorized when extenuating circumstances dictate that it is in the best interest of the employee and the district. A request for a leave without pay shall be submitted in accordance with Board Policy Procedures 6400. All requests will be processed as follows:

1. The employee will submit a written request for a leave without pay to their immediate supervisor.
2. If approved by the immediate supervisor, the request for a leave will be submitted to the assistant superintendent for human resources.
3. The assistant superintendent for human resources shall have the authority to disapprove a request that is submitted, or recommend to the superintendent that he/she approve such request.
4. The superintendent shall have the authority to disapprove a request that is submitted, or recommend that the Board of Education approve such request.
5. If the superintendent recommends approval, the request will be submitted to the Board of Education. Final approval or disapproval for a leave without pay is made by the Board of Education.

### Section CB- Extenuating Circumstances

The determination as to what constitutes "extenuating circumstances" will be made by the assistant superintendent for human resources in consultation with the superintendent.

~~This policy shall be subject to the administrative procedures as set forth by the assistant superintendent for human resources.~~

Approved: January 8, 1973  
Revised: September 25, 2000  
Revised: December 13, 2010  
Revised: TBD