

PROCEDURES FOR IMPLEMENTING BOARD POLICY: LEAVES WITHOUT 6400  
PAY — EDUCATIONAL SUPPORT  
PERSONNEL

1. ~~Educational support personnel may make application for a leave without pay by:~~
  - 1) ~~Obtaining an application for Leave Without Pay from their supervisor or the human resources office.~~
  - 2) ~~Completing the application for a leave without pay at least ten (10) working days prior to the requested date(s) and submitting the application to the immediate supervisor.~~
  
2. ~~Approval of application for leave without pay shall be made in the following manner:~~
  - 1) ~~The supervisor will submit the request to the assistant superintendent for human resources.~~
  - 2) ~~The assistant superintendent for human resources will review the request and meet with the employee if necessary.~~
  - 3) ~~Written notification of action taken will be forwarded to all concerned parties within five (5) days.~~

~~NOTE: Exceptions to the aforementioned procedures may be made in unusual cases by the assistant superintendent for human resources.~~

~~Adopted: November 7, 1974~~  
~~Revised: September 25, 2000~~  
~~Revised: December 13, 2010~~