

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

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