

PERSONNEL LEAVES

Accrued leave provides security for employees against the expense of extended illness or other unforeseen circumstances. Regular and consistent attendance is also important for student learning. For these reasons, the district expects employees to use no more than the contractually-provided paid leaves or paid leaves as provided by district policy.

Prior approval from the supervisor is required prior to use of personal days or (if applicable) vacation days. Prior approval is also required for leaves which allow such advance notice.

Unless stated otherwise in a collective bargaining agreement, requests for unpaid leave must be approved by the Executive Director of Human Resources or designee. Unpaid leave may only be granted in very limited circumstances. Examples include illness or reasons covered under the Family and Medical Leave Act, public or political service, association leave, military leave, religious reasons, education leave, or other similar or unique circumstances. Any written request for unpaid leave will be reviewed on a case-by-case basis, according to district policy and the employee's collective bargaining agreement. Other requests for unpaid leave will not be approved.