

UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in this or other leave policies of the board. Unpaid leave for licensed employees must be authorized by the superintendent.

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

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

Whenever possible, licensed employees shall make a written request for unpaid leave ten (10) business days prior to the beginning date of the requested leave. If advance application is not possible a request should be made no later than two (2) business days after the beginning of the leave. If the leave is granted, the deductions in salary shall be made unless they are waived specifically by the superintendent.

An individual who has been granted an unpaid leave of absence will be informed of the option to continue in the district's health insurance program for a period not to exceed eighteen (18) months at the individual's expense.

The requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding the unpaid leave of such employees shall be followed.

LEGAL REF.: Iowa Code 20; 85; 85A; 85B; 279.12; 509; 509A; 509B

CROSS REF.: 409 Certified Employee Vacations and Leaves of Absence

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