

CLASSIFIED EMPLOYEE UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave provisions. Unpaid leave for classified employees must be authorized by the superintendent. Whenever possible, classified employees shall make a written request for unpaid leave ten (10) 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) 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.

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 education program and school district operations, the financial condition of the school district, length of service, previous record of absence, the reason for the requested absence and other factors the superintendent believes are relevant in 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.

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.

LEGAL REF.: Iowa Code 20.9; 279.8

CROSS REF.: 414 Vacations and Leaves of Absence

Approved February 2, 1992

Reviewed December 2016

Revised August 19, 2002
May 10, 2021