

LEAVE OF ABSENCE WITHOUT PAY

Section I: FOR ALL OR ANY PART OF CONTRACT PERIOD

Personnel who have completed at least 36.4 weeks of a 40.4 week contract or the equivalent proportion of a contract period greater than 40.4 weeks may request a leave of absence for all or any part of year for the following conditions: illness, military service, or political campaigning.

A. Illness

Requests for leave of absence for illness must be made in writing on a form provided by the office of personnel services and accompanied by a letter from a licensed medical doctor verifying the need for such leave and projecting the period of time or which the leave should be approved. Extension of such leave, if granted, shall be only for the time recommended by the doctor. Employees who do not return to work on the date required will forfeit their jobs. No compensation shall be received during such leave and no sick leave days or vacation days may be earned. Unused sick leave days or vacation days left in the employee's bank when leave became effective shall be available to him for use upon their return to work. The "personal leave" day may not be accrued or carried over to another contract or employment period.

B. Military

Employees who are called to military service or who enlist in the military service are eligible for a leave of absence commencing with the date of the official orders of the United States Government. Such requests should be made in writing on a form provided by the office of personnel services with a copy of the "orders" attached. Military leaves may be extended for a maximum of three (3) years provided request for extensions made prior to the termination of the current year of leave. Personnel who do not request an extension will be expected

C. Political

Requests for leaves of absence for political campaigning shall be made in writing on a form provided by the office of personnel services. No compensation shall be paid during such leave and no

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