

## SAYDEL COMMUNITY SCHOOL DISTRICT

### LICENSED EMPLOYEE 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 will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the Superintendent will 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 will be coordinated with the scheduling of the educational program whenever possible to minimize the disruption of the education program and school district operations.

Whenever possible, licensed employees will submit a written request for unpaid leave ten days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary will be made unless specifically waived by the Superintendent.

**Legal Reference:** Iowa Code §§ 20; 85; 85A; 85B; 279.12; 509; 509A; 509B.

**Cross Reference:** 409 Licensed Employee Vacations and Leaves of Absence

**Approved:** 2-17-97

**Reviewed:** May 2018

**Revised:** May 2018