

SAYDEL COMMUNITY SCHOOL DISTRICT

CLASSIFIED EMPLOYEE UNPAID LEAVE

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies. The Superintendent must authorize unpaid leave for classified employees. Whenever possible, classified employees will make a written request for unpaid leave at least seven (7) calendar days during the summer months and fourteen (14) calendar days during the school year, prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary will be made unless the Superintendent specifically waives them.

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 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 will be coordinated with the scheduling of the education program whenever possible to minimize the disruption of the education program and school district operations. Unpaid leave requests must be in writing (paper or email) directly from the employee to Superintendent and include a description of need.

Legal Reference: Iowa Code §§ 20.9; 279.8 (2013).

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

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