



# Application for Long Term Leave of Absence WITHOUT PAY

Sixteen Working Days to One Year – Classified/Secretarial

It is the obligation of the applicant desiring to apply for a Long-Term Leave of Absence *Without Pay* to obtain the signatures of their supervisor *prior* to turning this application in to Human Resources. A Long-Term Leave of Absence *Without Pay* also requires approval from the Board of Education of Granite School District prior to the leave commencing.

A Long-Term Leave of Absence *Without Pay* cannot be taken retroactively and begins only after approved by the Board.

As attendance is an essential function of your position, should the Long-Term Leave of Absence Without Pay not be approved/denied, you are required to attend to you position unless you submit a Notification of Termination.

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

School/Location: \_\_\_\_\_ Position: \_\_\_\_\_

**I am requesting a Leave of Absence for the following reason(s):**

\_\_\_\_\_

**One-Year requested for leave:** From: \_\_\_\_\_ To: \_\_\_\_\_

**If approved by the Board, my actual last day worked will be:** \_\_\_\_\_

This request for a Leave of Absence is subject to the terms and provisions of employment and the policies and regulations of the Granite Board of Education. These terms and policies include the following:

1. A limited number of leaves of absence without pay may be granted to employees with at least three years seniority. Short-term leaves of absence must be approved by the employee's immediate supervisor and the appropriate assistant superintendent. Longer leaves of absence must be approved by the Board. No leave may extend beyond one year.
2. Granite District sponsored benefits continue for 21 calendar days after the last working day of employment for those approved for a Long-Term Leave of Absence *Without Pay* that starts during a contract year. COBRA Continuation of Coverage is available for eligible employees who participate in one of the District's medical and/or dental plans on the day before their leave *without pay* begins. Please contact the Human Resources Benefits Office for details.
3. Employees returning at the beginning of the new contract year must notify the Human Resource office in writing by May 15<sup>th</sup> of their intent to return to work.
4. Employees returning during the contract year must notify the Human Resource office in writing at least 45 DAYS prior to the intended return date.
5. When an employee fails to give proper written notice of intent to return, the employee has, by this action, vacated his or her position and the District will proceed to hire a replacement.
6. Seniority, vacation leave, sick leave, and retirement service years do not accrue for the period of time when an employee is on leave of absence without pay.
7. When returning from leave, it is the sole responsibility of the employee to make personal contact with the Benefits Office to fill out appropriate forms to re-enroll in the insurance programs of their choice. This must be done within 30 calendar days of their return to work. Failure to do so will result in re-enrollment penalties and limitations.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I would recommend that the above individual be granted a Long-Term Leave of Absence *Without Pay*. I would be willing to accept this employee back on staff based on position availability.

**Principal's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Human Resource has reviewed and recommends to the Granite School District Board of Education the approval of this Long-Term Leave of Absence *Without Pay*.

**Human Resource Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

