

Article IX.A.2.h. Leave of Absence Without Pay

A. Statement of Policy

The term "Leave of Absence Without Pay" applies to all authorized unpaid absences which exceed fifteen working days. Authorized absences of fifteen working days or less are considered "Short-Term Absence Without Pay" and are covered in Board Policy Article IX.A.1.s.i.

A limited number of leaves of absence without pay may be granted to classified employees with at least three years seniority. Leaves of absence without pay must be approved by the District. No leave may extend beyond one year.

Leave requests will be considered for such reasons as health, newborn care, adoption, or additional schooling or training. Classified employees are not eligible to apply for leaves of absence to accept other employment.

Classified employees applying for leave without pay shall submit to the personnel office a written request on appropriate District forms stating the purpose of the leave, length of the leave, and the beginning and ending dates.

Classified employees returning from a leave of absence without pay will be entitled to the position they left, or to a position comparable to the one vacated. The classified employee hired as a replacement shall be notified in writing at the time of appointment that the appointment is for the length of the regular classified employee's leave only.

Classified employees returning at the beginning of the new contract year must notify the personnel office in writing by May 15 confirming their intent to return.

Classified employees returning during the contract year must notify the personnel office in writing at least 45 days prior to the intended return date.

Seniority does not accrue for the period of time when a classified employee is on leave of absence without pay. Upon returning from a leave of absence without pay, classified employees shall have the same number of years of seniority as they had on the day their leave began. Step credit on the salary schedule does not accrue while a classified employee is on leave without pay.