

SECTION: CLASSIFIED EMPLOYEES

TITLE: UNPAID LEAVE

ADOPTED: 12/03/07

REVISED: January 23, 2012;
November 14, 2016;
September 10, 2018

REVIEWED: 10/12/09

SOUTHERN LEHIGH SCHOOL DISTRICT

<i>Formerly policy 4152.6, 4152.6AR</i>	536. UNPAID LEAVE – CLASSIFIED EMPLOYEES
1. Purpose	An employee may be granted an unpaid leave of absence upon approval of the Board of Directors for purposes other than those specified in other policies.
2. Authority	The Board shall vote on leave requests as necessary. All requests shall be considered on a case-by-case basis. No precedent shall be established as the result of an approved leave.
3. Procedure	<p>An employee may request an unpaid leave of absence only in circumstances where all other appropriate paid leave is exhausted. An employee may submit a request for unpaid leave in writing to his/her immediate supervisor and the Superintendent, or his/her designee, a minimum of sixty (60) days in advance of the planned leave. The written request must include the dates of the requested unpaid leave and the exceptional circumstances of the request.</p> <p>If the request is approved at the Supervisory and Superintendent levels, and requires Board approval, it will be placed upon the agenda for final approval by the Board. The Supervisor or Superintendent/Superintendent’s designee may deny the request if it is untimely, found to be non-exceptional in nature, or based on departmental and/or District needs and conditions.</p>
4. Pre-employment Requests	Should an applicant request unpaid leave of absence previous to hire, or as a condition of employment, that request shall be made part of the Administration’s recommendation and be considered by the Board at a regular meeting in conjunction with all recommended hiring decisions.
5. Superintendent’s Authority	The Superintendent, or his/her designee, is invested by the Board with the authority to approve up to two days of unpaid leave upon request, provided that the approval of said days does not extend other periods which include paid time off, i.e. vacation, personal days or holidays.
6. Unauthorized Leave	Unauthorized Leave is subject to disciplinary action according to District policy.