

UNPAID LEAVE, CLASSIFIED PERSONNEL

Absence without pay may be authorized by the Superintendent or his/her designee for good cause provided a suitable replacement can be obtained as needed. For such absences, deductions from the employee's salary will be made in accordance with the school district's pay deduction regulations.

The employee shall make application for such authorization as far in advance as possible. Length of service, previous record of absence other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization.

Involuntary absence not heretofore provided for may be excused by the Superintendent. The employee shall make application to the Superintendent immediately for excuse for such absence, and deductions in salary shall be made unless such deduction be specifically waived by the Superintendent.

Absences other than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

Each day of unpaid leave will be considered in units of two halves. Unpaid leave, if approved by the Superintendent, will be charged in units of one-half days with the "normal" workday determining which is the last half of the workday and which is the first half of the workday.

Veterans who want to take Veteran's Day off have to notify the employer 10 days prior to Veteran's Day (November 11) and provide proof of their Veteran status. Those licensed personnel that request Veteran's Day off, this will be unpaid leave.

LEGAL REFERENCE: Code of Iowa, Chapter 20; Sections 91B.1; 279.12  
HF 2197

CROSS REFERENCE: Board Policies 404.000; 410.000; 404.080

DATE OF ADOPTION: January 14, 1981

DATE OF REVISION: December 11, 1991; November 9, 1994; February 28, 2011