

# SHALER AREA SCHOOL DISTRICT

POLICY 339

SECTION: ADMINISTRATIVE EMPLOYEES  
 TITLE: UNPAID PERSONAL LEAVE  
 ADOPTED: March 18, 1998  
 REVISED:

## 339. UNPAID PERSONAL LEAVE

1. **Purpose** An employee may apply for an unpaid personal leave in accordance with established procedures.
2. **Authority** Except as otherwise provided in the master agreement, unpaid personal leaves shall be approved as follows:
  1. Unpaid personal leave covered by the federal family and medical leave law and other unpaid personal leave of not more than ten (10) consecutive days shall be approved by the Superintendent or designee.
  2. Unpaid family and medical leave in excess of the leave times specified in the federal family and medical leave law and other unpaid personal leave of more than ten (10) consecutive work days shall require the approval of the Board.
3. **Guidelines** Except as required by the master agreement or the federal family and medical leave law, no unpaid personal leave shall be approved unless all of the following conditions are met:
  1. The employee notifies the appropriate supervisor at least three (3) days prior to an unpaid leave. Unpaid personal leave will not be granted during the first or last two (2) weeks of any semester except under extenuating circumstances which may be approved by the Superintendent or designee.
  2. The leave of absence will be used essentially and primarily for the purpose stated by the employee in the application which was approved by the Superintendent, designee or Board of School Directors and for which the leave was granted.

Any alteration of the plans or purposes of the leave by the employer without the approval of whoever originally granted the leave shall be considered by the Board as termination of the employee's employment with the district.

3. The employment of a qualified and certified (if necessary) substitute is secured.

Except as covered by the master agreement, an unpaid family and medical leave in excess of the leave times specified by the federal family and medical leave law and other unpaid personal leave of more than ten (10) consecutive work days shall be granted to the member of the staff under the following conditions:

1. The employee has completed his/her probationary period.
2. The leave is for the remainder of a semester, a full semester, or the entire school year. Unpaid leave shall be limited to no more than two (2) consecutive semesters in length unless the unpaid leave begins after the conclusion of the first semester. The Board may then approve a continuation of the leave for the entire following school year.
3. A request for a leave of absence is made through the Superintendent or designee by May 1 for a leave of absence for the first semester of the ensuing school year, and by December 1 for a leave of absence for the second semester.
4. The reason(s) for the leave request must be stated in the leave request. All leaves are subject to verification by the Office of Human Resources.
5. Unpaid personal leaves granted under these procedures may be repeated only after a three (3) year return to work.
6. Upon the expiration of a leave of absence, an employee must return to work or resign his/her employment with the district.
7. No personal leave will be granted which allows an employee to continue to work part time. A certified employee wishing to work less time than s/he presently works must request a reduction to his/her individual contract or assignment.

In addition to loss of regular pay, extra duty and extracurricular pay shall also be reduced on a daily basis for the period of time covered by the unpaid personal leave. Days otherwise identified as paid holidays, which occur during the period of the unpaid leave, shall also be unpaid. Reimbursable leave and paid vacation benefits cannot be accrued during unpaid leave. The employee may elect to continue in Board-approved benefit plans in accordance with provisions of the master agreement.

The Superintendent or the Board, as applicable, may limit the number of employees on unpaid personal leave should s/he (it) deem(s) them to be excessive or counter to the best interests of the students or the district.

School Code  
522.1, 1154