

P4089 TEMPORARY LEAVE WITH SALARY DEDUCTION

BOARD POLICY:

Employees may be granted temporary leave with salary deduction at the discretion of the Superintendent or designee. The primary consideration in granting such leave shall be the impact of the employee's absence on the welfare of the district.

Administrative Implemental Procedures:

1. Temporary leave with salary deduction may be granted by authorization of the Superintendent or designee.
2. The employee shall be required to properly file a form of notification and a form providing supplemental data at least five working days in advance of the beginning date of requested leave.
3. Factors to be considered in determining the action to be taken should include but not be limited to the following:
 - a. Purpose of requested leave
 - b. Length of employee's current tenure in the district
 - c. Uniqueness of the request
 - d. Previous request(s) from the employee
 - e. Specific dates and total number of days requested
 - f. Relationship of days requested to Board adopted holidays; the employee's anticipated vacation days, personal business days, or personal leave days; the first five or the last five days of the school year; or any approved non-chargeable leave days
 - g. The extent to which the need for absence has been "imposed" on the employee by sources over which the employee has no control
 - h. The timeliness of the request
 - i. Pertinent factors, if any, set forth in appropriate negotiated agreements
 - j. Impact of the absence on the welfare of the district.
4. Requests for leave shall be forwarded to the employee's immediate supervisor and/or the Assistant Superintendent for Human Resources for review and approval or disapproval.
5. Employees will be informed through their immediate supervisor of the action taken on their requests.

Administrative Responsibility: Human Resources

Latest Revision Date: April 2001

Previous Revision Date: July 1994 P4089