

POLICY - 2.12.9 - UNPAID LEAVE OF ABSENCE
SCOPE - ALL EMPLOYEES

- A. **GENERAL:** Employees who have been continuously employed with the District for at least one (1) year may request personal leave of absence without pay for a reasonable period of time up to sixty (60) days. Requests for leaves of absence will be considered on the basis of the employee's length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact of the leave on the District.

- B. **REQUESTS:** Requests must be submitted in writing and must be approved in writing by the employee's department head before the leave begins. Requests for an extension of leave must be submitted in writing and approved in writing by the department head before the extended period of leave begins. It is the employee's responsibility to report to work at the end of the approved leave period. An employee who fails to report to work on the day after the leave period expires will be considered to have voluntarily resigned.

- C. **BENEFIT STATUS:** The District will not pay for group health or dental insurance premiums during any portion of an unpaid leave of absence. Accordingly, the premiums for such coverage are the complete responsibility of the employee. In order to keep the insurance in force, premiums for the entire period of the leave must be paid before the employee begins the leave. Vacation time and sick leave will not accrue during personal leave of absence.