



Book Policy Manual

Section 4000 Support Staff

Title Copy of VOL. 26, NO. 1 Revised LEAVES OF ABSENCE

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Status First Reading

4430 - LEAVES OF ABSENCE

Any support staff member may request a discretionary voluntary leave of absence from the District Administrator.

All requests shall state the reason for the leave and the expected duration of the leave.

This policy governs leaves in addition to leave under Policy 4430.01 (FMLA) or other District leave policies, however, any leave under this policy that is also qualifying leave under Policy 4430.01 will be designated as such and count towards the employee's leave entitlement.

Approved leave under this policy shall state the conditions applicable to the employee's return to work. Nothing in this policy shall serve as a guarantee of any job protection for leave beyond otherwise protected leave

Any support staff member granted a leave of absence by the District Administrator shall be considered to have stopped performance of all work with the District until the completion of the leave. Exceptions may be made by the District Administrator in cases where the best interest of the District might be served.

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