

SUPPORT STAFF LEAVES OF ABSENCE WITHOUT PAY

A staff member who desires a leave of absence without pay must submit a written request to the supervisor. Such requests are to contain:

- The inclusive dates of the absence requested.
- The reason(s) for absence in excess of any accrued sick leave, ~~sick leave~~, supplemental, allotted personal leave, and/or vacation leave.
- The particular type of leave desired.
- The staff member's statement of intent to return.

Except when, as a matter of law, approval is not required, principals/supervisors will determine if the request should be approved. If approved by the principal/supervisor, that individual will request further approval in accordance with the particular administrative structure.

Staff members will be advised of any and all actions taken regarding their requests for leave of absence without pay.

Continuous service will not accrue during the period of leave of absence without pay. *Exception:* Employees on unpaid family and medical leaves pursuant to Policy GDCCA shall be credited with continued service during the period of such leaves to the extent required by federal law.

Extended Leave

Extended leave of absence without pay is any leave of absence without pay in excess of two pay periods.

A staff member requesting an extended leave of absence without pay must submit the request through the immediate supervisor, using the Personnel Action form. This form may be obtained from the human resources division. No extended leave will be approved for a period of more than one year.

Continuous service will not accrue during the period of extended leave of absence without pay. *Exception:* Employees on unpaid family and medical leaves pursuant to Policy GDCCA shall be credited with continued service during the period of such leaves to the extent required by federal law.

All requests for extended leaves of absence without pay that are not required by law must be approved by the Governing Board.

Short-Term Leave

A leave of absence consisting of a time span of less than two pay periods may be granted by the supervisor or associate superintendent of the division by indicating the dates on the time cards.

Involuntary Leave of Absence

The administration may apply to the Governing Board to give a support staff member an involuntary leave of absence if personal health renders the staff member unfit for the performance of assigned duties, in accordance with District policy.

Political Leave

Upon written request, the Superintendent or designee may grant support employees political leave in accordance with the following provisions:

- With three weeks' notice, a support employee may be granted up to four [\(4\)](#) weeks of continuous leave without pay for the purpose of campaigning for the employee's own election to any public office.
- If not elected to the public office, the employee shall return to the same position held prior to the leave.
- If elected to the office, the Governing Board may return the employee to the same or a mutually agreed upon position until such time that the elected term of office necessitates leaving the current assignment.
- Any support employee may hold a public office and continue as a support employee as long as it does not interfere with the contractual assignment to the District and provided that such continued employment would not result in a violation of law.
- The Superintendent may, from time to time, extend to a support employee who is elected to a public office a leave of absence without pay for a period not to exceed one year.
- At the conclusion of the political leave as required by the office to which the employee was elected, the employee may be returned to the former position, or one mutually agreed upon.

All rights of seniority, retirement, accrued sick leave, and other benefits provided by the Governing Board that the employee had at the time leave was taken shall be preserved

and available to the employee after the leave of absence has ended, subject to the provisions set forth in Policy GDCC.

Health and Hardship Leave

Upon written request, the Superintendent or designee may permit support employees to take leaves of absence without pay for rest, restoration of health, or the alleviation of hardship involving themselves or their immediate families, provided that:

- Such leave shall not exceed one year.
- No salary or other compensation shall be paid during the leave of absence.

All rights of seniority, retirement, accrued sick leave, and other benefits provided by the Governing Board that the employee had at the time leave was taken shall be preserved and available to the employee after the leave of absence has ended, subject to the provisions set forth in Policy GDCCA.

Study or Travel Leave

No leave of absence for study and travel is accorded first-year employees.

Upon written request, the Superintendent or designee may grant support employees leaves of absence without pay for the purpose of study or travel, provided that:

- Such leave shall not exceed one year.
- No salary or other compensation shall be paid during the leave of absence.

All rights of seniority, retirement, accrued sick leave, and other benefits provided by the Governing Board that the employee had at the time leave was taken shall be preserved and available to the employee after the leave of absence has ended, subject to the provisions set forth in Policy GDCCA.