

## EMPLOYEES

### Series 400

Policy Title Classified Employee Unpaid Leave Code No. 414.08

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies. Unpaid leave for classified employees must be authorized by the superintendent. Whenever possible, classified employees will make a written request for unpaid leave two days prior to the beginning date of the requested leave. If the leave is granted, the deductions in salary are made unless they are waived specifically by the superintendent.

The superintendent will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program and school district operations, the financial condition of the school district, length of service, previous record of absence, the reason for the requested absence and other factors the superintendent believes are relevant in making this determination.

If unpaid leave is granted, the duration of the leave period is coordinated with the scheduling of the education program whenever possible, to minimize the disruption of the education program and school district operations.

**Legal Reference:**

Iowa Code §§ 20.9; 279.8 (2013).

**Cross Reference:**

414.00 Classified Employee Vacations and Leaves of Absence

Date of Adoption: May 13, 2014 (Revised)

Related Administrative Rules and Regulations: \_\_\_\_\_