

## EMPLOYEES

### Series 400

Policy Title Licensed Employee Unpaid Leave Code No. 409.08

Unpaid leave may be used to excuse an involuntary absence not provided for in other leave policies of the board. Unpaid leave for licensed employees must be authorized 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, length of service, previous record of absence, the financial condition of the school district, the reason for the requested absence and other factors the superintendent believes are relevant to making this determination.

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

Whenever possible, licensed 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 requirements stated in the Master Contract between employees in that certified collective bargaining unit and the board regarding the unpaid leave of such employees will be followed.

**Legal Reference:**

Iowa Code §§ 20; 85; 85A; 85B; 279.12; 509; 509A; 509B;  
(2013)

**Cross Reference:**

409.00 Licensed Employee Vacations and Leaves of Absence

**Approved:** May 13, 2014

**Reviewed:** March 16, 2021

**Revised:** May 13, 2014