



# Statement of Policy

NO.: 0818.14

TITLE: Unpaid Leave of Absence

DATE ADOPTED/REVISED: June 16, 2004

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## UNPAID LEAVE OF ABSENCE

An employee who is unable to work due to personal illness or disability shall have the responsibility of requesting an "unpaid leave of absence" upon the exhaustion of all accrued leave (sick, personal, vacation).

The failure to submit such a request in a proper and timely manner shall be grounds for dismissal.

An employee may request an unpaid leave of absence for reasons other than personal illness or disability. The Board reserves the right to determine the conditions and length of the leave.

An employee who is on an unpaid leave of absence may be employed by the Intermediate Unit as a substitute or for extra-duty assignments such as homebound instruction, curriculum writing, etc. Approval of the Executive Director is required in these situations.

When an unpaid leave is requested and granted, the employee may elect to continue his/her health insurance coverage as authorized by COBRA.

Upon return to active duty, it shall be the responsibility of the employee to initiate reinstatement of benefits through the Human Resources Department.

This policy pertains to full-time employees only. Part-time employees are not eligible to apply for an unpaid leave of absence.

Reference: Policy #0918.14

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