



Request for Unpaid Leave of Absence

Section I – Employee Information

Employee Name: _____

Date of Request: _____

Employee Title: _____

Work Location: _____

Supervisor Name: _____

Section II – Leave Information

- All eligible accrued paid time off must be used prior to requesting an unpaid leave of absence.
- Unpaid leave of absence requests are not guaranteed and must be submitted to your supervisor a minimum of two weeks prior to the first date of leave, except in bonafide emergency situations.
- Unpaid leave requests submitted after the leave date(s) may result in disciplinary action up to and including termination.
- Employees will not continue to accrue paid time off while on an unpaid leave of absence.
- Unpaid days will not be considered as service credit for the Public School Employees' Retirement System.
- Any person on an approved leave of absence shall not accept any employment with another employer, nor be self-employed during the course of leave, unless the employment pre-existed under the same conditions immediately prior to the leave or unless such employment is pre-authorized by Human Resources.
- Failure to report to work in the absence of an approved leave of absence shall constitute a breach of contract and abandonment of employment. The CCIU will terminate the employee immediately.

Dates of Requested Leave of Absence: _____

Total number of scheduled work days requested: _____

Reason for Leave: _____

Employee Signature: _____

Section III – Human Resources Review

Date Received: _____

Absence History Attached _____

HR Comments: _____

HR Signature: _____

Date: _____

Section IV – Supervisor and Division Director Review

Supervisor Comments: _____

Approval Recommended: Yes No

Supervisor Signature: _____

Date: _____

Approval Recommended: Yes No

Asst. Div Director (if applic): _____

Date: _____

Division Director Signature: _____

Date: _____

Section V – Executive Director Review

Approval Recommended: Yes No

Executive Director Signature: _____

Date: _____



Statement of Procedure

NO.: 0818.14

TITLE: Unpaid Leave of Absence – NOT
QUALIFIED UNDER FMLA

DATE ADOPTED/REVISED: August 15, 2011

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PROCEDURE: UNPAID LEAVE OF ABSENCE – NOT QUALIFIED UNDER FMLA

- 1.0 Purpose: To provide for those instances when a staff member must be absent from duty for a reason other than paid sick, personal, vacation, military, or sabbatical leave or qualified Family Medical Leave (FMLA)
- 2.0 Scope: This procedure applies to all Intermediate Unit personnel.
- 3.0 Responsibilities
- 3.1 Staff members will be responsible for submitting requests for unpaid leave to Human Resources.
- 3.2 Human Resources will be responsible for reviewing the leave, reviewing the employee's attendance and performance record and history of leave requests and forwarding it on to the supervisor.
- 3.2 Supervisors will be responsible for approving or recommending denial of requests and submitting to the division director.
- 3.3 The division director will approve or deny requests.
- 3.4 Division director will forward the request to the Executive Director for review and approval/denial.
- 4.0 General
- 4.1 References: CCIU Board Policy #0818.14 and #0918.14
- 4.2 Attachments: Request for Unpaid Leave of Absence
- 5.0 Detailed Procedure
- 5.1 Staff member completes unpaid leave of absence form and submits to Human Resources a minimum of two weeks before leave, except in bonafide emergency situations. Staff members are required to use all applicable paid leave before moving to unpaid leave status.
- 5.2 Supervisor approves or recommends denial of request, based on attendance record and availability of substitutes, and forwards to division director.
- 5.3 Division director approves or denies leave.
- 5.4 Division director will forward the request to the Executive Director to review and approve/deny.
- 5.5 Leave requests submitted after the leave date(s) may result in disciplinary action up to and including termination.
- 5.6 Staff will not continue to accrue paid time off while on Unpaid Leave of Absence.
- 5.7 Unpaid days will not be considered as a service credit for the Public School Employees' Retirement System.
- 5.8 Any staff member on an approved leave of absence shall not accept any employment with another employer, nor be self-employed during the course of leave, unless the employment pre-existed under the same conditions immediately prior to leave or unless such employment is pre-authorized by Human Resources.
- 5.9 If a staff member is unable to return to work as scheduled, he/she must notify their supervisor and Human Resources 10 days prior to the scheduled return date, except in bonafide emergency situations. Any request for an extension of a leave of absence is subject to approval by the supervisor, the division director and the IU board, and is not guaranteed.

A handwritten signature in black ink, appearing to read 'J. J. Bona', is written over a horizontal line. The signature is located at the bottom left of the page.