

CLASSIFIED EMPLOYEE UNPAID LEAVE

Unpaid leave may be used to excuse a voluntary or involuntary absence not provided for in this or other leave policies of the board.

The superintendent shall have discretion to grant up to 30 days of unpaid leave. Unpaid leave requests in excess of 30 days must be submitted to the Board for consideration along with the superintendent's recommendation.

Whenever possible, classified employees shall make a written request for unpaid leave 30 days prior to the beginning date of the requested leave.

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 shall be followed.

Legal Reference: Iowa Code §§ 20.9; 279.8 (2013).

Cross Reference: 414 Classified Employee Vacations and Leaves of Absence

Approved 5/17/2004

Reviewed 8/11/2014

Revised _____