

339-AR REQUEST FOR UNCOMPENSATED LEAVE

The United Board of School Directors has a reasonable expectation that the staff will be committed to the District, students, and their position of employment. All leaves must be taken consistent with the collective bargaining agreement or compensation plan. Uncompensated leave is generally only available in limited circumstances such as for extended leaves of absence and emergency situations. It is not to be used for planned vacations during the school year. In the unlikely event an employee would need to request an uncompensated leave of absence, the following procedures should be followed:

1. The United School District employee shall confirm with the business office that he/she has utilized all of the available days provided during that school year.
2. If it has been confirmed that the employee has no more available days and a day without pay is required, the employee must submit a letter in writing to the Superintendent. The letter shall contain the date or dates needed, reason, employee signature and the current date that the letter is being submitted.
3. When requesting a day or days without pay, all requests must be received by the Superintendent prior to the first Tuesday (Work Session) of each month to ensure that the request will be placed on the voting agenda of the monthly school board meeting. School board meetings are generally held on the second Tuesday of each month. Employees should refer to the annual calendar that publishes the dates and times of each monthly board meeting for any changes or modifications to the calendar. Inclement weather may also result in a change to the meeting calendar.
4. In the event an employee must submit a request for a day or days without pay, and the need falls between a work session and board meeting, the written request should be submitted for the Work Session agenda that is one month prior to the month in which the actual request was needed. For example, if an employee has submitted a request for a day without pay to be placed on the April 5, 2011 Work Session agenda, and the day without pay is needed prior to the April 12, 2011 voting meeting agenda of the Board, there will be no opportunity for the Board of Directors to vote on the request prior to the individual taking the day without pay. The employee would have needed to submit the request one month prior, which would have been the March 1, 2011 Work Session to ensure that the Board of Directors would have been able to vote on the request at an actual voting meeting of the board, which in this case would have been March 8, 2011.

5. No days or days without pay may be taken without prior approval by the United Board of School Directors. Failure to comply with the Administrative Regulation may result in disciplinary action as outlined in the United School District Policy No. 317.
6. In the event of an emergency situation, where the emergency falls prior to a meeting or between meetings, the Board of School Directors temporarily authorizes the Superintendent to determine whether to approve or deny the request made by the United School District employee.
7. The Board of Directors will, at the following Regular Board Meeting, formally approve or deny the request made by the United School District employee.
8. The United Board of School Directors has the sole discretion of approving or disapproving requests made by all United School District employees for a day or days without pay.

9/5/18