

## REQUEST FOR PERSONAL LEAVE (Aides)

Please return this form to your immediate supervisor's office at least  
three (3) days prior to requested leave date.

NAME (please print) _____	
Day and date of leave _____	
_____	_____
Date	Signature of Applicant

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	_____
_____		_____
Supervisor		Date

## \*\* REQUEST FOR UNCOMPENSATED LEAVE (Noninstructional Employees)

For all uncompensated leave days requested, the employee must provide a written request to the  
Superintendent, as soon as possible, for review before presentation to the Board.

NAME (please print) _____	
Day(s)/Date(s) of leave _____	
Reason _____	
_____	
_____	
(If additional space is required, please attach a separate sheet)	
_____	_____
Date	Signature of Applicant

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied (reason) _____
_____	
_____	_____
Superintendent	Date

For Office Use Only - Do Not Write Below This Line

☐ Business office

☐ Employee

**\*\* POLICY NO. 539: NONINSTRUCTIONAL EMPLOYEES - UNCOMPENSATED LEAVE** (Adopted Feb. 18, 2008)

The Board recognizes that in certain instances an employee may have a need to request uncompensated leave and the district could benefit from the return of said employee. This policy establishes guidelines for the award of uncompensated leaves of absence.

The Board reserves the right to specify the conditions under which uncompensated leave may be taken.

All requests for an uncompensated leave of absence during the student instructional calendar year shall be for emergencies or nonrecurring events.

The employee must provide a written request to the Superintendent as soon as possible for all uncompensated leave days requested.

The Superintendent will receive and review all requests for uncompensated leave before presentation to the Board.

In an emergency request, the Superintendent may approve leave subject to Board ratification.

**Emergency** refers to any sudden or unforeseen situation that requires immediate attention. Emergency reasons as used in this section is defined to mean:

1. Sudden illness or accident affecting the employee's immediate family.
2. Acts of God affecting the employee's family or property.
3. Unavoidable legal, medical or business conflicts.
4. Such other reasons as are deemed appropriate by the Superintendent.

**Nonrecurring events** refers to a situation that is not classified under emergency reasons. Nonrecurring events as used in this section is defined to mean:

1. Special events affecting the employee's immediate family, such as a college graduation ceremony.
2. Such other reasons as are deemed appropriate by the Superintendent.

All personal leave days and other appropriate leave time must be exhausted before an uncompensated leave will be considered. Approval of a request under this policy does not create a precedent for any subsequent requests and such approval may not be used to establish cause of any subsequent request or to limit the discretion of the party considering any subsequent request.

- **Family and Medical Leave Act (FMLA) leave and Child Rearing leave must follow procedures as laid out in Policy No. 535 (adopted August 17, 2009).**