4510.04: LEAVE WITHOUT PAY

I. Requests for leave without pay will be considered on an individual basis. Factors for determination will include the following:

A. The amount of leave time requested,

B. The frequency of the employee’s request for leave without pay,

C. The availability of a substitute (if necessary),

D. The effect of the employee taking leave would have on the educational process or District operation, and

E. Any other factors deemed relevant by the District.

Requests for an extension of leave without pay after a medical leave has expired will also be considered on an individual basis. The District discourages the use of leave without pay for vacations and/or spousal business trips.

II. Procedure. Initial approval or denial will be made by the employee’s immediate supervisor. The supervisor’s recommendation will be submitted to the Human Resources Office for final determination.

III. Benefits and Salary Schedule. If an employee elects to take leave without pay for a period exceeding ten (10) working days, the unpaid leave period shall also be leave without paid benefits.

IV. Violation of District Determination. If a request for leave is denied and the employee takes unauthorized leave or the employee takes more leave than the amount authorized by the District, the employee’s actions shall constitute neglect of duty, insubordination, and conduct which interferes substantially with the continued performance of the employee’s duties as set forth in 79-824(4) and the District may take any discipline as authorized by policy.
Date of Adoption
July 21, 1980

Date of Revision
September 7, 1993
March 17, 2003
February 21, 2011
November 6, 2017

Related Policies and Rules

4510: Leaves of Absence
4510.01: Illness, Injury, Disability
4510.03: Business and Emergency Leave
4510.05: Extended Leave Without Pay

Legal Reference