



## **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**

Neb. Rev. Stat. § 79-824(4)