

## Personnel Leaves

### Procedures for Unpaid Leaves

To request approval for an unpaid leave, the staff member will submit an email request to the superintendent with the reason for the leave and the dates that are requested. The superintendent will either approve or deny the request and notify the employee, the Human Resources Department, and the Payroll Department. Personal leave will need to be exhausted prior to the use of unpaid leave. If the unpaid leave is approved, the employee will be required to pay (by paycheck deduction) the cost of a substitute. Granted exceptions will not establish a binding practice.

Adoption Date: 04.24  
Revised Dates: