

# SCHOOL DISTRICT OF IOLA-SCANDINAVIA

532.3

## PROFESSIONAL STAFF UNPAID LEAVES OF ABSENCE

7 A professional staff member may be granted a leave of absence, without pay, for a period extending up to one school year for medical reasons, to further his/her education or for any other valid reason with administrative discretion. Requests for unpaid leave shall be submitted and handled as follows:

1. Unpaid leave requests shall be submitted to the respective building principal with a full explanation as to why it is being requested.
2. The principal shall bring the request to the District Administrator with the information and indicate if he/she recommends it should be granted.
3. If the request is for four or fewer days, the District Administrator shall grant or deny the request, after getting input from the building principal and, if necessary, additional input from the staff member. In some cases, the District Administrator may refer the request and his/her recommendation to the Board for action.

If the request is for five or more days, the District Administrator shall refer the request and his/her recommendation to the Board for action.

All leaves granted are approved on a case-by-case basis and do not establish specific precedence.

The District Administrator shall inform the Business Manager if a request is granted so he/she can make the appropriate salary deduction. Unpaid leave days shall include appropriate deduction for health/dental insurance per day of leave as well as loss of wages.

APPROVED:           October 13, 1987

REVISED:            May 14, 2001  
                          March 12, 2012