

Leave Without Pay

All without pay requests will be limited and require your supervisor's and the superintendent's pre-approval (except in emergency situations).

An employee may select the option of "leave without pay" in AESOP and Skyward when requesting an absence from his/her supervisor. However, it should be noted that such a request is not a category of leave provided in any employee's contract or master agreement. A request of "leave without pay" is an employee's request to be absent from a regularly scheduled work day and should be made only in the following circumstances:

- An employee is ill or has a family member who is ill, but the employee has no accumulated sick leave remaining. In this case, the "leave without pay" request must include the note indicating the "Sick Self" or "Sick Family." The supervisor will require a doctor's note after 3 consecutive days of absence and may request a doctor's note for each absence.
- An employee has personal business, an emergency, a transaction, hearing, or consultation which requires the presence of the employee during working hours, and which would be impossible to fulfill at any other time, but the employee has no accumulated personal leave time remaining. In this case, the "leave without pay" request must clearly indicate how this meets the requirements of personal leave as defined by the employee's contract or master agreement and be requested within the time limits defined by the contract or master agreement. Approval of the "leave without pay" request is at the discretion of the supervisor.
- An employee has an extremely unique or "once in a lifetime" opportunity that does not meet the definition of personal leave or other leave provided for in his/her contract or master agreement. In this case, the "leave without pay" request should be discussed with the supervisor well in advance of the event. Approval of the "leave without pay" request is at the discretion of the supervisor who will take into account the impact of the absence on the program or work assignment, employee's previous absences, overall building/program scheduling and calendar, and number of other absences in the program or building.

When may I take time off without pay?

Time off without pay will generally only be approved for once in a lifetime events or emergency situations where no other time off code is appropriate.

When and how do I request time off without pay?

Please request all no pay days in advance when possible in Skyward. In cases of emergency, you should call your supervisor and/or superintendent for approval and then request the time off in Skyward.

Who approves my time off without pay requests?

All time off without pay requests will be approved first by your supervisor and then by the Director of Human Resources. When will my pay be deducted?

Support staff: Your pay will be deducted on the same paycheck that your hours worked would have been paid.

Certified staff: Your pay will be deducted within 2 payrolls from the time off without pay request