

Personnel

Series 400

Policy Title Absence Without Pay - Classified

Code No. 414.8

Absence without pay for employees in bargaining units may be included in Master Contracts. See especially Article VII Sec. 4(d) of Teamsters Operations-Maintenance, and School Bus Drivers/Monitors Contract Article IV Sec. 4.6.

Absence without pay may be authorized by the Superintendent or designee for purposes which are considered urgent and necessary. For such absences, deductions from the employee's salary will be made in accordance with the school district's pay deduction regulations.

The employee shall make application for such authorization at least ten days in advance of the occurrence or, if advance application is not possible, not later than ten days after the occurrence.

Involuntary absence not heretofore provided for may be excused by the Superintendent. The employee shall make application to the Director of Human Resources immediately for excuse for such absence, and deductions in salary shall be made unless such deduction be specifically waived by the Superintendent.

Other absences than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

The superintendent will have complete discretion to grant or deny the requested unpaid leave. In making this determination, the superintendent will consider the effect of the employee's absence on the education program and school district operations, the financial condition of the school district, length of service, previous record of absence, the reason for the requested absence and other factors the superintendent believes are relevant in making this determination.

If unpaid leave is granted, the duration of the leave period is coordinated with the scheduling of the education program whenever possible, to minimize the disruption of the education program and school district operations.

Adopted: Fall, 1969

Legal Reference: (Code of Iowa)

Reviewed: September 8, 2008
September 23, 2013

Amended: February 13, 1989
February 9, 1998
October 6, 2008
October 16, 2017

Cross Reference: