

Unauthorized Leave

Definition:

Unauthorized leave is defined as non-performance of those duties and responsibilities assigned by the district and its representatives as defined and implied by the contract, other written/oral agreement between the employee and the district, statute, rules and regulations of the state board of education, policies of the Board, and administrative regulations of the district. Such unauthorized leave may include but is not limited to collective refusals to provide services, unauthorized use of sick leave, unauthorized use of other leave benefits, non-attendance at required meetings and failure to perform assigned supervisory functions at school sponsored activities.

An employee is deemed to be on unauthorized leave at such time and on such occasion as the employee may be absent him/herself from required duties. Any employee absent from his/her duties without any type of approved leave provision, including leave without pay, shall be deemed to be “unauthorized” as per provisions of this policy.

Disciplinary Action:

Unauthorized leave shall constitute a breach of contract and, therefore, may result in the initiation of dismissal procedures, suspension with loss of salary, or other such disciplinary action as may be deemed appropriate by the Superintendent or his/her designee.

Verification of absence:

The Superintendent or his/her designee of the employee may require a physician’s or other verification as to an employee’s claimed reason for absence in any situation in which it is believed that no valid grounds exist for the employee’s claim for absence. Such verification shall be made within five days of the absence in question.

Unpaid Leave:

Leaves of absence for employees without pay may be granted by the Superintendent of Schools upon written application to the Superintendent and the Superintendent’s written approval. Such application shall be made within three days of the requested leave time. This may be waived by the Superintendent in the case of an emergency situation.

Adopted: 06-12-2000

Reviewed: October 14, 2013