



Request for Unpaid Leave

Employee Information: Name: _____ Location: _____

Phone: _____ Position: _____ FTE/Hours Per Day: _____

I am requesting the following unpaid leave:

Dates: _____ Total Number of Hours: _____

Reason (Be as specific as possible): _____

Additional leave to be used in conjunction with unpaid leave (if applicable):

Dates: _____ Type of leave: _____

Read and Initial:

Approval or denial will be determined by the Human Resources Department based on current Collective Bargaining Agreements, School District Policies and circumstances of the requested leave. See guidelines on the back of this form. This form must be submitted 30 days in advance of first date of the requested leave, unless emergency circumstances preclude such notice.

_____ I have read and understand the statement above.

_____ I have read and understand the Unpaid Leave Request Guidelines on the back of this form.

_____ I understand I am required to use applicable paid leave prior to using unpaid/dock leave.

Employee Signature: _____ **Date:** _____

Supervisor Acknowledgement

I have reviewed this request. If granted by Human Resources it will require: _____ a substitute _____ no substitute

Supervisor Signature: _____ Date: _____

-----**HR USE ONLY BELOW**-----

Approved Denied Signature: _____ Date: _____

- Employee
- School/Supervisor
- UKG

UNPAID LEAVE REQUEST GUIDELINES

1. This request is to be made at least 30 days in advance of the first date of the requested leave, unless emergency circumstances preclude such notice. An emergency would constitute something along the lines of a serious illness or medical emergency of self or family member, etc. In those cases, this form would be filled out upon return to work.
2. No unpaid leave is allowed without prior approval of the Human Resources Department except that associated with OFLA/FMLA and/or Workers' Compensation.
3. There is no right to unpaid leave and approval is not a guarantee of future approval, at the discretion of the district.
4. Unpaid leave will be approved only by the Human Resources Department for reasons deemed unavoidable or necessary due to events beyond the employee's control.
5. Employees are strongly advised not to make preparations for an unpaid leave (such as purchase of tickets or other reservations) prior to notice of approval.
6. All applicable paid leave must be used prior to unpaid leave.