



Request for Unpaid/Dock 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:

An employee requesting unpaid leave must schedule a meeting with Human Resources and submit this completed form to the HR department. 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 understand I am required to use applicable paid leave prior to using unpaid/dock leave.

_____ I understand that I will need to set up a meeting with Human Resources prior to my leave date.

Employee Signature: _____ **Date:** _____

Supervisor Acknowledgement:

I have reviewed this request and if granted it will require: _____ a substitute _____ no substitute

Supervisor Signature: _____ Date: _____

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

Approved Denied Signature: _____ Date: _____

- Employee
- School/Supervisor
- File
- Kronos

UNPAID/DOCK 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 and the employee would still be expected to meet with Human Resources.
2. No unpaid/dock leave is allowed without prior approval of the Director of Human Resources or Human Resources Manager, except that associated with OFLA/FMLA and/or Workers' Compensation eligible leave.
3. There is no right to unpaid/dock leave and approval is not a guarantee of future approval, at the discretion of the district.
4. Unpaid/dock leave will be approved only by the Director of Human Resources or Human Resources Manager 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/dock 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.

Attendance/Fitness for Duty

All employees shall maintain satisfactory attendance, which shall mean reporting for duty and staying at duty during all assigned times, with no absences inconsistent with OFLA/FMLA or sick leave and any other leave time provided by statute, collective bargaining agreement or other work agreement. Leave is to be taken only for the reasons it is provided for through statute, collective bargaining agreements or other work agreements. Utilizing leave for reasons other than defined may constitute fraud. Misuse of leave, or entering into docked status without prior authorization may result in disciplinary action, up to and including dismissal.

Employees who will not be able to maintain attendance at this level due to a disability or medical condition that qualifies under the Americans with Disabilities Act shall inform their supervisor or administrator so that an interactive meeting can be held for reasonable accommodation.

Each employee must report to work for all scheduled workdays at the assigned time, fit for duty. This means that the employee shall be mentally and physically fit and ready to perform the job duties assigned.

The District may require an employee to provide information from his/her medical treatment provider and/or to require an independent medical examination if observation and other information available to the supervisor or administrator indicates that the employee may not be fit for duty and/or the employee may present a danger to themselves or others.