

## EMPLOYEE UNPAID LEAVE

The philosophy of the School District is to have all staff doing their assigned duties as much as possible, for the benefit of all the students which attend our schools. Every attempt should be made to provide ways of allowing staff to do these assignments and not be absent from their regularly assigned duties.

After an employee has been employed by the district for five (5) or more years, requests will be considered for an employee to be absent from their assignment on unpaid leave. No requests will be considered during the last two weeks of the school year.

The amount of unpaid leave time available to an employee will vary according to the length of employment of the employee in the district. The following guide will be used for both determining time available to the employee and also for granting such requests.

- 1) After 5 years of employment in the district an employee will be able to take up to 2 days per year without pay.
- 2) After 10 years of employment in the district an employee will be able to take up to 3 days per year without pay.
- 3) After 15 years of employment in the district an employee will be able to take up to 4 days per year without pay.
- 4) After 20 years of employment in the district an employee will be able to take up to 5 days per year without pay.

### Criteria for Selections:

- 1) An eligible employee will submit a leave request form to the Superintendent of Schools.
- 2) All requests will receive consideration by date of the request. No request may be submitted before the first day of the school year. The first day of the school year shall be the first teacher workshop day.
- 3) In the event that the dates are the same, the time of day received in the Administrative Office will receive first consideration.
- 4) At least one month notice will be given for request of unpaid leave to allow ample time to get a substitute teacher.
- 5) Availability of an acceptable substitute (as determined by the building principal and the superintendent of schools) will be a major consideration when consideration is being made for a request.

Source: Board of Education, Perham, MN  
Adopted: February 14, 1990  
Revised: November 13, 1996