

**STAFF PERSONNEL**  
*Series 400*

Policy Title: ABSENCE WITHOUT PAY

Code: 408.4

Occasionally, a non-certified employee may be granted leave for reasons other than the Board of Trustees' adopted leave policies. Upon approval for such leave by the superintendent, in making deductions for a day not covered by the district's leave policies, the deduction shall be on the basis of the prorated salary for each day absent.

During any leave without pay, which is greater than fifteen (15) days, the employee will not receive fringe benefits. During the leave, the employee may pay the district's share of any insurance benefit program in order to maintain those benefits, provided that such is acceptable to the insurance carrier. Staff using absence without pay shall not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence.

Excessive absences beyond those complying with policy can lead to disciplining or termination of the employee.

Date of Adoption:  
Readopted: July 2009  
Revised: 1/22/13

Legal References:

Related References: