

NORTH BRANFORD BOARD OF EDUCATION

SERIES 2000: PERSONNEL

P2180

UNPAID LEAVE OF ABSENCE

The Board of Education believes that the District and its students are better served by our employees than by substitutes for those employees. Nevertheless, the Board recognizes that unusual circumstances may necessitate employee absence for reasons other than those provided for in the employee labor contract.

Therefore, employees of the District may request an unpaid leave of absence that is not provided for in their labor contract. Such requests generally will be considered for reasons of health, bereavement, family emergency, legal obligation, and other such personal reasons that might necessitate absence from work. Under normal circumstances, such requests will not be granted for purpose of personal benefit or personal pleasure.

The Board of Education authorizes the Superintendent of Schools to act on its behalf in response to requests from staff members for unpaid leaves of absence of a duration no longer than five (5) working days. Requests for unpaid leave in excess of five (5) working days are subject to the approval of the Board of Education. Before a request is made for unpaid leave, consideration should be given to contractual leave (vacation, personal leave, etc.) or to Family and Medical Leave of Absence (see Policy P2250). Unless specified otherwise, unpaid leaves of absence of one month or less shall be granted together with payment of the Board's share of fringe benefits. Unpaid leaves of absence of more than one month shall be granted without any contribution by the Board toward health, dental or life insurance, or other fringe benefits, except as may be required by contract or by statute.

Policy Adopted: 09/18/03