

HUMAN RESOURCES

Leave and Leaves of Absence

Types of Leave and Leaves of Absence

This policy supersedes Policy 4810.3.

I. PURPOSE

To identify the various types of leave and leaves of absence available to employees.

II. TYPES OF LEAVE

Leave is defined as released time granted for a specified period, which may be less than the remainder of the fiscal year. Following are the types of leave granted.

	<u>WITH PAY</u>	<u>WITHOUT PAY</u>	<u>REGULATION NUMBER</u> latest version
A. Administrative (Emergency)	X	X	4810
B. Administrative (Employee Request)	X	X	4811
C. Administrative (Unusual Circumstance)	X		4812
D. Annual	X		4813
E. Civil	X	X	4814
F. Employee Organization Leave	X		4537
G. Family Medical Leave Act	X	X	4835
H. Military, Reserve Training	X		4815
I. Personal	X		4819
J. Political Leave--Short-Term		X	4816
K. Religious*			4817
L. Short-Term Leave Without Pay		X	4818
M. Sick (Personal, Family, Bereavement, etc.)	X		4819
N. Study (Summer)	X		4820
O. Study (12-Month Employees)	X	X	4821

*NOTE: Religious leave is released time that must be made up.

III. TYPES OF LEAVES OF ABSENCE

A leave of absence is defined as an approved unpaid extended absence from work. Except for child care for nonschool-based 12-month employees, and for leave covered under the Family and Medical Leave Act (FMLA), a leave of absence will be granted for the entire contract or work year or for the remainder of the contract or work year and that, where applicable, may be granted for an additional contract or work year(s).

A leave of absence may either be designated or nondesignated. The general provisions, including employee eligibility and other specific requirements, may be found in the latest version of Regulation 4822.

See also the current version of: Regulation 4822, Leaves of Absence

Policy

adopted: July 1, 1986
Revised: November 2, 1989
Revised: April 28, 1994
Revised: April 27, 2000
Revised: May 10, 2005