

West Carroll Special School District Procedure for Requesting Leave of Absence

1. An employee should request leave for any absence occurring during a scheduled work day when that absence is not related to a short term or emergency illness or annual personal leave.
 - A. An employee should request leave in cases where an unpaid absence extends to one or more scheduled work days.
 - B. A request for leave may be required in cases where an emergency illness results in an extended period of convalescence.
 - C. A request for leave is required if an employee takes two paid personal days in a single semester.
 - D. An employee may be required to file for leave of absence if the illness of a family member requires that employee to attend the convalescence of that family member. Leave in such instances may be granted under the *Family Medical Leave Act (FMLA)*.
 - E. The approval of the Director of Schools shall be required for personal leave taken under the following conditions: the day prior to or after a holiday, during any prior established examination period, on a day scheduled on the calendar as a professional development or in-service day, or on a day scheduled on the calendar as a parent-teacher conference day.
 - F. It shall be the responsibility of the Director of Schools to make the ultimate determination in requiring that an employee request a leave of absence.
2. The employee submits the *Request for Leave of Absence* form to the director of schools 30 days prior to the beginning of the leave.
 - A. Requests for emergency leave of absence may be submitted to the Director of Schools in cases where 30 days notice is not possible. Approval of emergency leave will be at the Director's discretion.
 - B. Requests for maternity leave should be submitted as approximate dates of delivery are determined. It may be permissible to determine the exact beginning and ending dates of the leave after the leave is approved; the employee is expected to update the Director of Schools and payroll/human resources in a timely fashion as information regarding leave dates becomes available.
 - C. With the exception of leaves granted for military service, all leaves will specify a beginning and ending date.
 - D. The employee shall provide upon the Director of Schools' request documentation to support leaves of absence. Documentation may include but not necessarily be limited to: a physician's statement supporting medical leave, a copy of military orders, copy of an adoption certificate, enrollment records from an institution of higher learning, or other documentation supporting the need for the leave.
3. The Director of Schools will approve or deny the request within 15 days of the submission of the request. The Director shall inform the employee requesting the leave as well as the building administrator of his/her decision once a determination has been made.
4. When deemed applicable by the Director of Schools, he or she will submit the request to the West Carroll Special School District Board of Education for final approval.
5. The procedure and condition for extending a leave will be the same as those used when originally requesting and granting the leave.