

ATASCADERO UNIFIED SCHOOL DISTRICT

REQUEST FOR UNPAID LEAVE OF ABSENCE
CERTIFICATE

As per the Collective Bargaining Agreement, Article VII; E;

"After two years of continuous satisfactory service to the District, an employee is eligible to request an unpaid leave of absence for personal reasons for a period not normally to exceed one year."

Name of Applicant

Social Security Number

Date

Site

Where you can be reached during Leave of Absence (if granted):

Mailing Address

Phone Number

I am hereby requesting a Leave of Absence for _____% of time, for the school year 20____ - 20____ for the following reasons: _____

Applicant acknowledges that the District's approval of this Leave of Absence is based upon his /her expressed willingness to agree that the following conditions will prevail:

1. This will be a leave without pay for _____% of the time. I understand that STRS, Health and Welfare, sick leave accrual and all other benefits will be prorated.
2. Salary step advancement at the start of the subsequent school year requires 'paid' status for at least 75% of the prior year.
3. Upon my return, my grade level and school assignment will be at the discretion of the administration.
4. I agree to notify the Human Resources Office, in writing, of my intention to return no later than February 1, 20____.

Failure to notify the District, in writing, of my intention by this date will result in this document being deemed as my RESIGNATION Form, with my name being submitted to the Board of Trustees for their action during their second meeting in February.

Signature of Employee

Date

Signature of Immediate Supervisor

Date

A copy of this form will be returned to the applicant with the following information:

Approval

(Signature)

Disapproval

(Signature)

Date

Date

Unpaid Leave

D. After two years of continuous satisfactory service to the District, an employee is eligible to request an unpaid leave of absence for personal reasons for a period not normally to exceed one year.

1. All leaves must be requested, in writing, by the teacher involved. The leave may be granted when acceptable reasons for such leave are presented to and approved by the Board. No leave request shall be unreasonably denied.
2. In cases of benefit to the District or hardship, at the conclusion of the initial period for which the leave was granted, such leave may be extended, upon request, for an additional period not to exceed one year.
3. Upon request, unpaid child rearing leave commencing after November 30 shall be granted for the remainder of that year and up to an additional year.
4. Unit members may not request an unpaid leave for purposes of taking another position in the K-12 educational system.
5. Unit members on leave shall be entitled to continued coverage under the regular employee health and welfare plan provided the benefit policies in effect permit such continued coverage and provided that the employee pay the premiums according to reasonable procedures established by the district.
6. A unit member who has been denied a leave shall have the specific reasons therefore, in writing, upon request.