

# PROPOSED REVISION



5320.8  
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## HUMAN RESOURCES

### Leaves of Absence without Pay

Employees may be granted a leave of absence without pay or other benefits, for such reasons as: a) compelling personal matters; b) education; c) disability; d) childcare; and e) family illness. The granting of such leaves for a specified period not to exceed twelve (12) months shall be at the discretion of the district, and an employee's request for a leave of absence may be granted or rejected in whole or in part by the district provided such action is consistent with the law.

Leave of absence without pay will normally not be granted for the first or last week of the school year, or immediately prior to, or following a school holiday except where required by law.

**If the district enters an agreement to provide unpaid leave to an employee who needs additional time to comply with the Governor's vaccine mandate incorporated into Proclamation 21-14.2, that agreement will establish that the employee intends either to vaccinate or complete the exemption request process. Use of unpaid leave for employees who are not yet in compliance with the vaccine mandate in Proclamation 21-14.2 will be time limited and specify a separation date if compliance does not occur within the allotted time.**

Cross reference: [Procedure 5320P](#)

Leaves of Absence

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