

Leave Substantiation for Personal Reasons

Personal Leave

The district may grant a leave of absence under the category of “personal” on a case-by-case basis. Refer to your Collective Bargaining Agreement for a section related to Other Personal/Miscellaneous Leave options. In general, there needs to be present an **explanation of a “compelling” reason**, that evokes an urgent or powerful need for attention. Additionally, this type of absence will require the **intention to return** to the same employment obligation at the end of the leave term. Because this is not an FMLA-protected type of leave, the district cannot guarantee placement at the same location and you may be assigned to a position comparable to that which you held at the time the request for the leave of absence was approved. In most cases, this type of leave is voluntary and without pay and as such, the absence time will not count toward benefit eligibility, not be eligible for unemployment benefits, nor will it be eligible for retirement service credit.

Please use the bottom area on **Page 2** of the Leave of Absence form to write your substantiation.