

**Provo City School District**  
**Policy Series 5000: Personnel**



**5400 P8**

**Employee Leaves: Leave Without Pay**

Leave without pay for brief periods of time may be granted by the employee's supervisor by using the appropriate leave request form.

**Leave of Absence Without Pay**

A Leave of Absence without pay may be granted to full-time contracted employees who have reached career employee (Policy 5020 P3) status upon written request and stating the purpose of the leave, the length of the leave and the beginning and the termination dates of the leave requested. Employees granted a leave of absence will not be employed for regular contractual services during the term of the leave.

**Application for Leave of Absence**

A written letter of application will be submitted to the Deputy Superintendent. The district reserves the right to deny leave based on being able to fill the position with a qualified employee. Individuals who are granted leave and during the extent of the leave must declare their intention to return to the district for the upcoming school year by February 1<sup>st</sup> of the school year prior to the year of return. After this date the positions may be considered vacant and open.

**Return from Leave of Absence**

Leaves of absence without pay shall permit the career employee to return to an available position in the District comparable to the position from which said employee left, but not necessarily the exact position or location from which he/she left. A career employee returning from a leave of absence shall have priority over other applicants for the next available position for which he/she is qualified, providing a letter of application has been filed.

In the event of a reduction in force, a career educator returning from leave will have the same consideration as if he/she had not gone on leave, and will be subject to the same priorities as other career educators. Upon return to the district, the career employee will be placed on the salary schedule in the position they occupied before the leave. This means that no advancement upon the schedule will be granted for the time while on leave. A career employee who fails to return at the end of the scheduled leave shall lose position on the salary schedule and must reapply for employment.

Adopted:        October 10, 2016