



**SECTION: EMPLOYEES**

**POLICY: 328**

**TITLE: EMPLOYEE ABSENCE  
WITHOUT PAY**

**ORIGINAL: April 28, 2003**

**CURRENT REVISION: April 4, 2022**

**LAST REVIEWED BY THE  
COMMITTEE:**

## **ADMINISTRATIVE GUIDELINES**

- A. The district recognizes that due to circumstances beyond their control, employees may require absence from work without pay because of emergencies. Under such circumstances, an employee shall submit a written request to the Director of Human Resources that identifies the date of the absence requested and states all reasons supporting the request. The district reserves the right to request additional supporting documentation related to its consideration of the request.
- B. Approval must be granted before the leave is taken.
- C. Taking leave without pay without approval may be subject to disciplinary action.