



SAN LEANDRO UNIFIED SCHOOL DISTRICT

Personnel Services

Unpaid Leave of Absence Form

Any employee with justifiable reason may, upon request, be granted a leave of absence by the Board.

No leave of absence may extend beyond the close of the current school year except by renewal by the Board. An employee who has been on a leave for more than one (1) year will not be eligible for a renewal, except as otherwise indicated in collective bargaining agreements or approved by the Superintendent.

Each employee on leave must notify the District by March 1 as to whether he/she will return to employment for the following year. Such notification will be binding on the District and the Unit Member and failure to notify the District by March 1 or failure to subsequently fulfill the commitment made on March 1 will be considered a voluntary resignation unless unusual circumstances warrant reconsideration by the Board of Education.

For more information about the different types of leaves, please contact Personnel Services or go to the Personnel Services tab on the district website. Other sources of information related to leaves can be found in the following places:

- For SLTA Members: Contract Article X - Leaves of Absence
- For CSEA Members: Contract Article 8 - Leaves of Absence
- For T/T Members: Contact Article 6 - Leaves of Absence
- SLUSD Board Policy/Administrative Regulation 4161 - Leaves

Return this form to the Personnel Services no later than March 1.

PRINT NAME: _____

SITE: _____ **Date:** _____

REQUESTED DATES FOR LEAVE OF ABSENCE: _____

Current % FTE: _____ **Requesting % FTE:** _____

REASON: _____

