

5/13/24

Proposed Employee Handbook language re: Unpaid Leave

Any time off taken beyond reimbursable leave (i.e., unpaid leave) will result in salary deductions for exempt employees and no pay for non-exempt employees. In addition, a prorated portion of the district's cost of benefits for unpaid leave days will be deducted from the employee's salary or wages subsequent to the unpaid leave except when prohibited by law.

Employees are reminded that regular attendance is important and that leave taken beyond available reimbursable leave may be considered excessive absenteeism for both evaluation and disciplinary purposes.