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| Effective Date: 11/26/19 | 400-18 Unpaid Leave Policy |
| Revision Date: | Approved by: DPSSA Board |

The Duluth Public Schools Academy, Charter School District 4020-07, has adopted the following written Unpaid Leave Policy to govern leaves of absence taken by employees due to unusual circumstances. Requests for unpaid leave are granted at the sole discretion of DPSSA. DPSSA's policy is to use a consistent, fair, and reasonable approach toward granting unpaid leave. However, the ultimate determination to grant or deny an unpaid leave rests solely with DPSSA, unless the employee is entitled to unpaid leave pursuant to federal, state, or local law (e.g. FMLA leave).

I. Eligibility

In order for an employee to be eligible for unpaid leave an employee must:

1. Submit a written request at least one (1) week in advance stating why and for how long the unpaid absence is needed (in the case of emergency this requirement may be waived);
2. Ensure that the written request is approved by the employee's supervisor prior to taking the unpaid leave requested;
3. Exhaust any accrued paid time off (i.e. personal time, sick time, or vacation) that would apply to the reason for the leave; and
4. Not qualify for donated leave (see Leave Donation Policy/Program).

II. Criteria Considered by DPSSA when Making Unpaid Leave Determination

When DPSSA considers whether to grant or deny a request for unpaid leave it may consider all relevant factors, including, but not limited to:

1. The reason for the request;
2. The length of leave requested (generally no more than ten (10) unpaid days per school year will be approved unless the unpaid time off qualifies for a leave of absence or FMLA leave);
3. The effect on the workload of others;
4. The employees attendance and performance record; and
5. DPSSA's needs at the time of the request.

III. Employee May be Required to Furnish Documentation in Support of Request

In the following situations an employee may be required by DPSSA to furnish a medical certification or other documentation in support of their written request for unpaid leave:

1. The employee has been sick for three (3) or more consecutive days;

2. The employee has used more than twenty-four (24) hours of unpaid leave within a thirty (30) day period; or
3. The employee is reasonably suspected of abusing unpaid leave.

IV. Consequences for Abuse of Unpaid Leave

Abuse of unpaid leave (e.g. lying about the reasons for the request for unpaid leave) may be grounds for disciplinary action, up to and including termination of employment.