

Employee Unpaid Leave of Absence

How to Apply/Checklist

When an employee is absent from work, the employee must be on an approved leave (i.e. using sick or vacation hours or a School Board approved unpaid leave. If you are going to be out for more than 10 consecutive unpaid days you are required apply for a leave of absence as provided by your Bargaining Contracts. When applying for an unpaid leave of absence you will need to complete and submit the district leave application (PBSD 1666) and supporting documentation to your principal/director. Supporting documentation is explained on the leave application PBSD 1666. If you are not on an approved leave you may be in abandonment of your position and can be terminated. Use the following checklist to assist you in completing your application.

- _____ Request for Leave of Absence Without Pay District Form 1666
 - All fields must be completed and dates should be double checked for accurate processing. It's important that last day worked, last sick day used dates is correct. If you choose not to use sick days initial the appropriate section. Dates will not be changed after leave has been processed.

- _____ Leave for Childcare/Maternity, FMLA Form 2312 completed by attending physician

- _____ Sick Leave for self, FMLA Form 2312 completed by attending physician

- _____ Sick Leave to Care for an Immediate Family Member, FMLA Form 2313 completed by attending physician

- _____ Other leaves, (i.e. personal, career change, professional, military, charter school and political leave) attach required documents as stated on leave application PBSD 1666

- _____ Submit all unpaid leave application forms to principal/director for signature

If you have short/long term disability insurance and want to utilize it please contact the department of Risk & Benefits Management @ 561-434-8580 for information on how to apply.