

VOLUNTARY LEAVE OF ABSENCE

Purpose:

The purpose of this policy is to manage voluntary leave from employment.

Guidelines:

- A. A full-time employee shall not be permitted to take a voluntary leave of absence without pay for any purposes other than an emergency.
- B. The employee shall submit in writing to the Executive Staff the request for the emergency leave of absence.
- C. The Executive Staff shall review and decide each situation on a case-by-case basis.
- D. Upon the approved date of leave, all district benefits will cease and the affected employee shall be responsible for any premiums due on policies and maintaining policies that affect the employee until the date that the employee returns to work.
- E. The employee should review other policies in this Policy and Guidelines Manual that may affect their leave of absence and if other policies are applicable.