

LEAVE WITHOUT PAY FOR MISCELLANEOUS REASONS

I. PURPOSE

To allow employees time off from work without pay for reasons other than those covered in specific board policies.

II. SCOPE

This policy applies to all full time permanent employees of the Shelby County Schools unless otherwise covered by a Memorandum of Understanding (MOU). This policy is not covered under Family Medical Leave Act (FMLA); therefore, the employee's position is not job protected.

III. POLICY STATEMENT

It is the policy of the District to allow eligible employees time off from work for reasons other than those covered by specific District policies. At the discretion of the District, miscellaneous leave may be granted without pay for periods up to thirty (30) days in accordance with established administrative rules and regulations.

The leave will carry no incremental privileges or fringe benefits except that the employee shall have the option to continue insurance coverage (see policy [4004 Fringe Benefits](#)).

An employee granted a leave for miscellaneous reasons may be returned to the position vacated at the expiration of the leave provided such position has not been affected by a reduction in force.

IV. RESPONSIBILITY

- A. It is the employee's responsibility to comply with the provisions of this policy when requesting a miscellaneous leave and notify the insurance office in the office responsible for human resources if he/she wishes to continue insurance coverage during the leave of absence.
- B. The office responsible for human resources is responsible for administering and for answering any questions regarding this policy
- C. It is the responsibility of the Superintendent to ensure that this policy is followed.

Legal References:

- 1.

Cross References:

- 1. 4004 Fringe Benefits
- 2. 4026 Sick Leave
- 3. 4025 Vacation/Personal Leave

Issued Date: 08/25/15

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1. Requests for miscellaneous leave shall be submitted in writing to the principal or appropriate immediate supervisor for his/her signature within ten (10) business days prior to the first day for which the leave is requested.
2. Completed and signed requests for miscellaneous leave shall be submitted by the employee to the office responsible for human resource as soon as practicable, but no later than five (5) business days prior to the first day for which the leave is requested.
3. The office responsible for human resources may collaborate with the immediate supervisor in making decisions to grant miscellaneous leaves. Extenuating circumstances may be decided upon by the Superintendent or his/her designee.
4. The office responsible for human resources shall notify the employee of approval or denial of the request within five (5) business days of receipt of the request. Any denial shall contain the specific reason(s) for denial.
5. Unless otherwise extended upon approval of the Superintendent or his/her designee, the total number of days for miscellaneous leave shall not exceed thirty (30) days during any given fiscal year.