

Please Post

**Office of the Executive Director of Human Resources
Auburn School District No. 408**

IMPORTANT NOTICE TO ALL STAFF

TO: Administrators/Office Managers
FROM: Chris Callaham
DATE: September 2024
SUBJECT: Procedures for Once in a Lifetime Leave Without Pay

As we value your dedication to the success of our students in the Auburn School District, we understand that there might be occasions when you need to request once in a lifetime leave without pay. To ensure a smooth process for such requests, we have established the following procedures:

1. **Limitation:** Approval for unpaid leave will be granted for no more than 10 days per year.
2. **Request Submission:** To request leave without pay, please make a written request (email is acceptable) to your building administrator. Include specific dates and details about the reason for your request.
3. **Administrator Review:** Upon receiving your request, your supervising administrator will assess the situation and decide whether to support the leave. If approved by the administrator, the administrator will forward the request to Chris Callaham, Executive Director of Human Resources for district approval.
4. **Approval Notification:** Both the employee and the administrator will receive notification of the approval or denial via email from Executive Assistant, Chalea Zifka.
5. **Use of Other Leaves:** Before leave without pay is granted, you will be expected to use any available vacation leave or personal leave that is allowed under your bargained agreement to cover the absence. All vacation and personal leave should be submitted via the online absence system, while leave without pay will be recorded by the Payroll Department.
6. **Unauthorized Leave:** Please be aware that taking leave without pay without prior approval from both your supervising administrator and the district, as described above, may lead to disciplinary actions and adherence to the terms outlined in your bargained agreement.

Once in a lifetime leave without pay is leave may be requested for events such as:

- A family wedding out of town
- A child graduating in another state
- A once-in-a-lifetime opportunity
- A pre-existing vacation planned prior to the time of hire

We encourage all staff members to plan their leaves in advance and to abide by these procedures when requesting leave without pay. By doing so, we can ensure a fair and consistent process for everyone.