

CHAPTER 6.00 – HUMAN RESOURCES

UNPAID LEAVE

6.70.10

- I. The Principal or Department Supervisor may grant up to 2 work days of unpaid leave to an employee during the academic/school year if no other type of leave is available. Leave must be requested in writing to Principal or Department Supervisor prior to absence unless conditions beyond the control of the employee make such advance notification impossible.
- II. The Superintendent may grant up to an additional 3 work days of unpaid leave during the academic/school year if no other type of leave is available. Leave must be requested in writing to the Superintendent prior to absence unless conditions beyond the control of the employee make such advance notification impossible.
- III. Any Dale County School System Employee who is absent from work beyond the above 5 approved unpaid leave days, and has no other leave available, and does not qualify for any exemptions under FMLA or Catastrophic Leave, may be subject to dismissal from employment and shall forfeit compensation for time of absence.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-1-18.1, 16-8-23, 16-24-13

HISTORY:

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