

## LEAVE WITHOUT PAY FOR HOURLY EMPLOYEES

Building administrators are not authorized to officially approve leave without pay for hourly employees. These employees cannot be granted leave without pay unless the Superintendent approves a **written request** from the employee with a written endorsement by the building administrator. In **no case** will a leave without pay be granted in order that the employee might avoid using personal, vacation or sick leave. Individuals taking unauthorized leave may be subject to termination.

Proposed: 8/23/94  
Adopted: 9/14/94  
Revised: 6/9/99  
Reaffirm: 08/13/14