

ZACHARY COMMUNITY SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES

REQUEST FOR LEAVE WITHOUT PAY UNDER ZCSD POLICY GBRIJ

This form must be returned to the Office of Human Resources at least 15 days prior to the first day of leave without pay.

Part I: To be completed by employee

DATE OF APPLICATION: _____
NAME: _____ EMPLOYEE NUMBER: _____
ADDRESS: _____
SCHOOL/DEPT: _____ POSITION: _____

NUMBER OF DAYS REQUESTED TO BE USED WHILE ON LEAVE WITHOUT PAY: _____

BEGINNING DATE: _____ ENDING DATE: _____

DO YOU INTEND TO RETURN TO ZCSD UPON COMPLETION OF THIS LEAVE WITHOUT PAY?
YES _____ NO _____

REASON FOR LEAVE REQUEST:

IN YOUR OPINION, HOW IS IT IN THE BEST INTEREST OF ZCSD TO GRANT THIS LEAVE WITHOUT PAY.

I hereby understand that my signature indicates that the above information is true. I further understand that all leaves without pay granted under this policy will be without compensation and benefits, except for leaves granted pursuant to FMLA.

Signature Date

Part II: To be completed by principal/supervisor

() APPROVE () DISAPPROVE (Principal/Supervisor Initials): _____

IF NOT APPROVED, PLEASE STATE REASON:

Part III: To be completed in Human Resources

() APPROVE () DISAPPROVE Approval Initials: _____

LEAVE WITHOUT PAY

The Zachary Community School Board may grant leaves of absence without pay for periods not exceeding one (1) year to any regularly employed teacher or other employee, who requests such leave in writing, whenever in the discretion of the Board such leave is in the best interest of the public school system. The granting of such leaves shall not affect any tenure rights which the applicant may have acquired.

Requests for leave of absence without pay shall be submitted to the Superintendent or his/her designee, in writing, at least fifteen (15) days prior to the effective date of the leave, whenever possible. The leave request shall be presented to the Board for its consideration.

The Board may reassign an employee taking leave without pay to a teaching, administrative, or similar position within the person's area of certification or job responsibility if a vacancy occurs. Such reassignment shall be effected in accordance with the Board's transfer policy and procedures.

Ref: La. Rev. Stat. Ann. §§[17:81](#), [17:1186](#)

Zachary Community School Board