

LASD LESPA LEAVE REQUEST FORM

EMPLOYEE NAME: _____

REASON FOR REQUEST: _____

TYPE OF LEAVE REQUESTED / SECTION OF THE CONTRACT _____

DURATION OF LEAVE REQUESTED: 3 Mo. or Less One Year Other _____

EXPECTED RETURN DATE: _____

SUPPORTING DOCUMENTATION SUBMITTED WITH REQUEST: YES NO N/A

If yes, please indicate what type of document is submitted: _____

It is understood that an employee granted a leave of absence for three (3) months or less and who returns within the terms of the leave shall return to his/her same position worked at the time the leave was granted, unless the position no longer exists, which will allow the employee the rights specified under the layoff section of the agreement. Employees returning from an unpaid leave of absence for longer than three (3) months and not more than one (1) year shall have the right to open positions for which they are immediately qualified. If no open position exists the employee shall be placed on layoff for the remainder of the school year. At the end of the school year, the employee shall be granted bumping rights within their classification for the next school year. **Please refer to the Master Bargaining Agreement for more information on leave requests.**

Date

Employee Signature ~ Acknowledgement of Leave Request Contractual Guidelines

Approval Status: Approved Denied

Authorized Signature, Superintendent of Schools

Date

Notes: _____

- Approval Status To: Employee Building Administrator Personnel File LESPA President

LASD LESPA LEAVE REQUEST FORM

LESPA CONTRACT SECTION 11 LEAVES OF ABSENCE (Refer to LEPA Contract for Leave Requests.)

- Section 11.1 Unpaid Leave Of Absence

1. Not to exceed 1 year shall be granted for:
 - a. Illness/Injury to employee or pregnancy disabilities
 - b. Prolonged illness in immediate family (spouse or dependent children only) requires doctor verification
 - c. Family Medical Leave Act

Employer reserves the right to require medical verification satisfactory to the Employer.

2. Leaves of absence not to exceed one year may be granted without loss of seniority, for child care.
3. Two members of the Association selected to attend a function of the Association, such as conferences or conventions, shall be allowed time off to attend, limited to two calendar weeks at any one time, provided that two weeks advance notice is given and personnel requirements can be satisfactorily met.
4. An employee on approved leave of absence shall accrue seniority but after 30 days of such leave, the employee shall be responsible to assume the full cost for any insurance programs and all fringe benefits shall not accrue but shall be frozen at the level obtained at the time of such leave.
5. An employee granted a leave of absence for three (3) months or less and who returns within the terms of the leave shall return to his/her same position worked at the time the leave was granted, unless the position no longer exists, which will allow the employee the rights specified under the layoff section of the agreement. Employees returning from an unpaid leave of absence for longer than three (3) months and not more than one (1) year shall have the right to open positions for which they are immediately qualified. If no open position exists the employee shall be placed on layoff for the remainder of the school year. At the end of the school year, the employee shall be granted bumping rights within their classification for the next school year.
6. The Board may grant educational leave not to exceed one (1) employee in each classification at one time.
7. The Employer may grant other leaves of absences up to one (1) year for reasons other than stated above.
8. Leaves of absence will not be granted for periods in excess of one (1) year absent a mutually acceptable letter of agreement being entered into between the Board and Association which outlines all conditions associated with the extension of the leave. It is understood that seniority will not accumulate under any letter of agreement entered into by the parties.