

EMPLOYEES - Series 400

414 Support Employee - Vacation/Leave of Absence

414.13 Unpaid Leave

The employee shall apply for unpaid leave before the leave begins, or, if advance application is not possible, no later than 10 days after the leave begins. Length of service, previous record of absence for reasons other than personal illness, and the reason for the absence shall be factors in permitting or denying the unpaid leaves.

Adoption Date: January 24, 1983

Review Date: March 13, 2008

Revision Date:

Legal Reference: Iowa Code Chapter 20