

## Personnel

### UNPAID LEAVES

SR 4600.09

**Purpose:**To provide employees with a means to meet personal or family obligations or to gain experience and growth.

**Timeline:**Written request for a planned leave of absence must be submitted at least eight (8) weeks prior to the proposed commencement of the leave; leave may not exceed one (1) fiscal year.

Written denial of a request for leave must be provided within five (5) working days of the request.

Employees may request a leave of absence for personal reasons or for a sabbatical to improve their professional competencies. Such leave is granted with the understanding that the employee plans to return to County Office employment. Leaves are granted in accordance with state law and collective bargaining agreements.

### PROCEDURE

1. Employee completes a [Leave Request](#) form and submits to his/her supervisor at least eight (8) weeks prior to the proposed commencement of the leave. Typically, employee will have discussed the request with his/her supervisor prior to submitting the written request.
2. Supervisor approves or denies the Request within five (5) working days of receipt. If approved, the Request is forwarded with recommendation for granting or denying the request to the Cabinet level administrator.
3. Cabinet administrator approves or denies the Request and forwards the Request to Human Resources for review.
4. Human Resources forwards Request to County Superintendent who has final approval or denial decision. Superintendent notifies Human Resources of decision.
5. Human Resources notifies Cabinet administrator and department supervisor of decision.

*Note: In instances where a leave request is being denied, written notification must be provided to the employee within five (5) working days of the date that the leave request was submitted.*

6. Human Resources maintains all leave documentation in employees personnel file.
7. Employee meets requirements set forth in the leave agreement upon return to work.

*Note: In instances where a sabbatical has been granted by the County Superintendent, the employee works with his/her department supervisor and Human Resources to draft a written agreement. This agreement shall be reviewed and approved by legal counsel and signed by the employee. Human Resources shall keep the original in the employees personnel file. It is anticipated that the program and service will benefit from the employees improved competency. The employee must return to work for at least one (1)*

*year after taking sabbatical leave.*

**MENDOCINO COUNTY OFFICE OF EDUCATION**

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**Date Adopted:** 07/15/2003

**Date Revised:**