**POLICY TITLE: Authorized Leave**

**POLICY NUMBER: 3400**

3400.1 With the approval of the General Manager [or PERSON­NEL DIRECTOR or other responsible managing employee], an employee may request an unpaid leave of absence without pay for a period of up to six months [shorter or longer period of time optional].

3400.2 Such leave of absence may be taken only after all accumulated vacation time has been exhausted. If the leave of absence is for medical reasons, then all accumulated sick leave time must also be exhausted before an unpaid leave of absence can be granted.

3400.3 Employees will not accrue benefits available to regular employees of the District (e.g., vacation, holiday, or sick leave) during an unpaid leave of absence.

3400.4 Dependent upon the reason for the leave and due to the District's limited work force, maintenance of job classifications for the term of an autho­rized leave of absence cannot be guaranteed beyond six months [shorter period of time optional]. Employ­ees returning from a leave of absence will be reinstated to the first available job classification for which they are qualified.