

PERSONNEL

File: GCBEA-R

LEAVE WITHOUT PAY

Medical

1. Employees with a debilitating or life-threatening illness who are entitled to leave under [Policy GCBEA](#) may take up to thirty (30) days unpaid leave during their first year of employment with the school division. This leave may be taken only in full-day increments and be taken only when the employee has no other leave (such as sick leave) available.
2. Employees requesting leave without pay for medical issues shall submit medical documentation of their need for leave. Whenever possible, documentation must be provided prior to leave being taken.
3. Prior approval must be obtained prior to leave being taken. If the employee is too ill to complete the request, the request must be completed as soon as possible and may be completed by a family member on behalf of the employee and documented by the employee's physician.
4. The employee shall verify the request as soon as medically possible if the request is by a family member.
5. All rights under Policy GCBEA and this regulation expire at the end of the employee's first year of service.
6. Employees who are on unpaid leave pursuant to Policy GCBEA or any other policy, except those on leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) (see Policy GCBEA), shall not engage in work for which they receive pay or any other type of remuneration without the prior written approval of the Superintendent.

Extended Medical Leave Without Pay

1. An extended leave of absence for hardship (family emergencies, extended personal illness, or other extraordinary circumstances beyond the employee's control) may be requested by employees who have exhausted all available Family Medical Leave. The request should be submitted to the Superintendent. Unless approved prior to the leave, the leave shall not extend from one contractual year to the next.
2. Requests for extended medical leave without pay must be submitted, in writing, to the Superintendent. The request shall include detailed information which supports the necessity for such leave.

PERSONNEL

File: GCBEA-R

Page 2

3. Written notice of intent to return to active employment must be given by the employee to the Department of Human Resources 60 calendar days before the leave expires. Failure to do so will result in termination of continued employment.
4. When an employees returns to active employment, the employee will be assigned to the first available vacant position for which the employee is qualified. If no suitable vacancy exists, the employee will continue in a leave without pay status and will be given preference over new applicants for the next suitable opening.
5. The guarantee of assignment to the first available position for which the employee is qualified will expire 12 months after the employee notifies the Superintendent or designee of his/her intent to return, or if the employee refuses a position for which he/she is qualified, whichever first occurs.
6. An employee on extended medical leave without pay may continue participation in medical and life insurance at his/her own expense.
7. Information for Leave Without Pay or Extended Medical Leave Without Pay is located on the CCS website in the [Human Resources section](#) and in the [Employee Handbook](#).

Issued: August 17, 2009

Revised: October 11, 2010

Revised: August 1, 2011

Legal Reference: Code of Virginia, 1950, as amended, § 22.1-296.

Cross References: GCBD Professional Staff Leaves and Absences
GCBE Family and Medical Leave
GCBEB Military Leave and Benefits
GDBD Support Staff Leaves and Absences