

## PERSONNEL

File: GCBEA

### LEAVE WITHOUT PAY

#### Employee's Debilitating or Life-Threatening Illness or Injury

A leave of absence, without pay, may be granted to employees of the school division who have a debilitating or life-threatening illness or injury and who are not eligible for Family and Medical Leave as described in Policy GCBE-Family and Medical Leave because they have not worked for the division for 12 months or have not worked at least 1250 hours according to the Fair Labor Standards Act, 29 U.S.C. § 201 et seq.

Employees with a debilitating or life-threatening illness who are entitled to leave under this policy may take up to thirty (30) days unpaid leave during their first year of employment with the school division. Leave may be taken only in full-day increments. Leave may be taken only when the employee has no other leave (such as sick leave) available.

Employees must submit medical documentation of their need for leave. Whenever possible, documentation must be provided prior to leave being taken.

Approval must be obtained prior to leave being taken.

All rights under this policy expire at the end of the employee's first year of service.

#### Other Work During Leave

Employees who are on unpaid leave pursuant to his policy or any other policy, except those on leave pursuant to the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) (see Policy GCBEB-Military Leave and Benefits), may not engage in work for which they receive pay or any other type of remuneration without the prior written approval of the Superintendent.

Adopted: March 20, 2008

Reviewed: June 25, 2013

Revised: June 26, 2014

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Legal References: Code of Virginia, 1950, as amended, §§ 22.1-78, 22.1-296

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

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