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Unpaid Leaves of Absence – Governing Board-Approved

“The Governing Board may authorize leaves of absence for school district personnel when it deems such leaves of absence to be reasonable and for good cause and not detrimental to education within the school district. Leaves of absence shall be limited to a period of not to exceed one year.” - AZ Education Code 15-510

Requests for Governing Board-Approved Leaves of Absence must be submitted on the District’s “Request for Leave of Absence (LOA) Form” and be signed by the appropriate Administrator(s) before the Governing Board will consider the request. This form is available to order from the Warehouse Catalog or on the District’s Web-Site.

TYPE OF LEAVE	EXCEPTIONS / NOTES
Health of employee.	Doctor’s verification of illness, with projected date of return, must accompany request.
Health of immediate family.	Immediate family is defined in agreements.
New infant care or child care.	
Course of study, education or training.	May require registration documentation.
Military Service.	Military orders are required.
Campaign or serve in public office.	
Association or union activities.	
Travel.	Only for Consensus employees.

Note 1: Requests for a partial leave are not forwarded to the Governing Board **IF** the request is from a full time employee AND the Administrator does not recommend approval.

Note 2: If employee has medical, dental and/or vision insurance, this coverage will be terminated; however, employee will receive a COBRA Notice advising him/her of rights to continue coverage, if he/she makes arrangement to pay the insurance premiums.

Note 3: Administrators, Psychologists, and Research Project Managers must work three consecutive years to be eligible. Confidential, Professional, White Collar and Food Services must work one year, and Blue Collar employees must work three-months. Consensus may apply at any time.

Note 4: An employee could be on a leave for up to 5-years of cumulative military service and must be returned to not just the position held when the military leave started, but the job in which the person would have been employed if the continuous employment of such person had not been interrupted.

Note 5: An employee who has Alternate Pay (ENP), also known as “Summer Pay”, will be paid that money in a lump-sum payment after the unpaid leave starts.