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**Human Resources Department**

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**Unpaid Short Term Leaves of Absence**

Approved by the Site Administrator.

<b>TYPE OF LEAVE</b>	<b>WHO QUALIFIES</b>	<b>EXCEPTIONS / NOTES</b>
Short Term Leave	All Employee Agreements	For up to 30 work days only. Refer to Employee Agreement.

Note 1: If the employee is receiving insurance benefits from TUSD, the District will continue to pay its portion of the premium for employee-only OAP In Network coverage. If the employee has any benefits beyond employee-only OAP In Network coverage, he/she will be billed for any additional costs.

Note 2: To be paid for a holiday, the employee must be on some type of paid status on the day before, or the day after the holiday. (Paid status includes paid Sick, Personal or Vacation leave.)

Note 3: All paid leave must be used prior to starting an unpaid Short-Term Medical Leave.