



**MADERA UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES DEPARTMENT**

1902 Howard Road
Madera, California 93637-5167
(559) 675-4500

I hereby request a **PERSONAL LEAVE** on _____
(Date/Dates)

for the following reason: _____

Name (please print)

Position

Signature

School or Department

Date

Recommendation of Supervisor or Principal

Yes ☐ No ☐

Approval of Assistant Superintendent/Administration

Yes ☐ No ☐

CERTIFICATED EMPLOYEE (Refer to Article XI in the Collective Bargaining Agreement between MUSD and MUTA).

11.2.1 **PURPOSE** A unit member may request a personal leave of absence for reasons not enumerated elsewhere in this Agreement. 11.2.2 **ELIGIBILITY** A unit member covered by this Agreement. 11.2.3

PROCEDURE The unit member seeking an approved personal leave of absence shall submit a request, including the reasons and any supporting information related thereto, and the duration of the requested leave.

11.2.3.1 For personal absence covered under this leave policy, the unit member shall submit the request described herein to the Assistant Superintendent of Human Resources for recommendation and presentation to the Board for approval or denial. A unit member requesting personal leave of absence shall submit the request eight (8) work days prior to the Board meeting before leave is to begin for the Assistant Superintendent's consideration and presentation to the Board of Trustees. If the Board denies the request, the unit member shall be informed when possible within twenty-four (24) hours of the board meeting in which the action was taken.

11.2.3.2 Personal Leaves of Absence without compensation may be granted to a bargaining unit member not to exceed one year at a time, upon recommendation of the Superintendent. If recommended by the Superintendent, one additional year of leave may be granted. Upon the expiration of the second year of leave, an employee must return to duty within the Madera Unified School District or submit his/her resignation. Exceptions will be considered by the Board upon the recommendation of the Superintendent. 11.2.4

REQUIREMENTS A unit member shall not accept gainful employment while on personal leave of absence without prior written approval of the District. 11.2.5 **COMPENSATION** Any personal leave of absence that may be granted under these provisions shall be without compensation. 11.2.5.1 A unit member on personal

leave of absence shall be permitted to participate in the District insurance programs at the unit member's expense. 11.2.6 **RETURN TO SERVICE** The unit member shall be reinstated to the position and classification

held prior to the leave of absence or to a position for which the employee is certificated and qualified. 11.2.6.1

If the personal leave of absence was granted for personal health reasons, the unit member shall be required to submit, prior to return to active duty, a medical statement indicating an ability to assume assigned duties without restrictions or detriment to the unit member's physical well-being.

CLASSIFIED EMPLOYEE (Refer to Article X in the Collective Bargaining Agreement between MUSD and CSEA Local # 169).

10.3.1 **PURPOSE** An employee may request a personal leave of absence for reasons not enumerated elsewhere in this agreement. 10.3.2 **ELIGIBILITY** An employee covered by this agreement. 10.3.3 **PROCEDURE** The

employee seeking an approved personal leave of absence shall submit a request, including the reason and any supporting information relating thereto, and the duration of the length of the requested leave. 10.3.3.1 For the personal absence covered under this leave policy, the employee shall submit the request described herein to the Assistant Superintendent of Human Resources for recommendation and presentation to the District for approval or denial.

10.3.3.2 An employee requesting personal leave of absence shall submit the request twelve (12) working days prior to the last Board meeting before leave is to begin for the Assistant Superintendent of Human Resources consideration and presentation to the Board of Trustees. Response shall be made by the end of the period.

10.3.3.3 Personal leaves of absence without compensation may be granted to a bargaining unit member not to exceed one year at a time, upon the recommendation of the Superintendent. If recommended by the Superintendent, one additional year of leave may be granted. Upon the expiration of the second year of leave, an employee must return to duty within the Madera Unified School District or submit his/her resignation. Exceptions will be considered by the Board of Trustees upon the recommendation of the Superintendent.

10.3.4. **REQUIREMENTS** An employee shall not accept gainful employment while on personal leave of absence without prior written approval of the District. 10.3.5

COMPENSATION Any personal leave of absence granted under these provisions shall be without compensation 10.3.5.1 Employees on personal leave of absence shall be permitted to participate in the District insurance programs at the employee's expense.

10.3.6 **RETURN TO SERVICE** 10.3.6.1 The employee shall be reinstated to the position and classification held prior to the leave of absence. 10.3.6.2 If the personal leave of absence was granted for personal health

reasons, the employee shall be required to submit prior to return to active duty, a medical statement indicating an ability to assume assigned duties without restrictions or detriment to the employee's physical or emotional well-being.