

Request For Leave of Absence (one year) – Classified Personnel – DP336B NEG

Name _____ Date _____

Home Address _____ Phone No. _____

Street or P.O. Box

City, State, Zip

Social Security No. XXX – XX –

School/Location _____ Assignment _____

Reason for requesting leave of absence:

Last working day before leave is to begin: _____ Date Leave will begin _____

Date available for reemployment _____ (**Leave cannot extend beyond one [1] year.**)

Comments: _____

DP336B NEG allows eligible employees to take up to one (1) year leave of absence for any purpose which is substantially different from the employee's current job but may not be used to enable an employee to take similar employment with another District, company, organization, etc., within the State of Utah.

- Requests for leave of absence must be submitted to the Principal or Director at least **thirty (30) days prior to the date of the anticipated leave.** All designated information must be provided on the leave of absence form.
- Employees will not receive salary or fringe benefits, experience credit for salary placement, or retirement credit through URS while on a leave of absence.
- The employee will be notified in writing of approval or denial of the leave. The employee will notify the District in writing within 30 days of his/her intent to return. The employee will be placed in the first available position for which he/she is qualified and certificated and shall be paid at the level appropriate to that position without loss of seniority and benefits. An employee returning from a leave will be placed back into an equal position to which he/she was assigned prior to the leave as soon as a position becomes available.
- If a classified employee desires to return from a leave of absence before the anniversary date of the leave, it will be considered at the discretion of the district.
- This leave shall not apply to provisional employees unless for recuperative purposes for illness or injury.

Employee's Signature

ADMINISTRATIVE RECOMMENDATIONS

Total Years' Experience _____

Total Years in Jordan District _____

Approved Not Approved

Date

Principal/Director

Approved Not Approved

Date

Administrator, Human Resources