

# REGULATION

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: Policy GC

Responsible Office: HUMAN RESOURCES

### AUTHORIZED LEAVE WITHOUT PAY

#### A. PURPOSE

To establish procedures regarding authorization of employee leave when no paid leave type is available.

#### B. BACKGROUND

Anne Arundel County Public Schools (AACPS) acknowledges that there are times when an employee may need to be absent from work even though no paid leave is available. In such circumstances, the employee may request approval for leave without pay, in advance.

#### C. PROCEDURES

Eligibility - All permanent employees of AACPS are eligible to request Authorized Leave Without Pay.

##### a. Request

- i. An employee may, based upon personal circumstances, request approval from their supervisor for Authorized Leave Without Pay.
- ii. If the supervisor approves the use of leave for the day(s) in question, he/she must submit a request to the Executive Director of Human Resources using the *Authorization of an Exception for Use of Employee Leave* which indicates the reason for granting the exception.

b. The Executive Director of Human Resources shall review the request and indicate if the request will be approved. Approved requests shall be forwarded to payroll for inclusion with the payroll processing.

- i. When approved, the employee's absence shall be identified as Authorized Leave Without Pay and the employee shall not be subject to disciplinary procedures.
- ii. When not approved, if the employee fails to report to duty on the days in question, the leave shall be identified as Absence Without Authorized Leave and the employee may be subject to disciplinary procedures.

*Regulation History:*

*Developed by Superintendent 10/15/14  
Reviewed by Board of Education 10/15/14  
Issued 10/15/14*

*Note previous regulation history: None*