

REGULATION

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: GC
Responsible Office: OFFICE OF 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

1. Eligibility – All permanent employees of AACPS are eligible to request authorized leave without pay.
2. Request
 - a. An employee may, based upon personal circumstances, request approval from their supervisor for authorized leave without pay.
 - b. If the supervisor approves the use of leave for the day(s) in question, they shall submit a request to the Chief Human Resources Officer using the *Authorization of an Exception for Use of Employee Leave* which indicates the reason for granting the exception.
3. The Chief Human Resources Officer 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.
 - a. When approved, the employee's absence shall be identified as authorized leave without pay and the employee may not be subject to disciplinary procedures.

- b. 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: Issued 10/15/14; Technical Edit 12/02/25

Note Previous Regulation History: None

Legal Reference: None