

Title: Unpaid Leave

Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	0045
Supersedes	none
File Location	www.bethanycharter.org
Board approval date	June 6, 2011

Revision History

Revision	Date	Revision Description	Originator
A	April 4, 2011	Initial Draft	K. Buchheit

1.0 Unpaid Leave

In the case of an employee who has used all of their paid personal days for the year, unpaid leave may be taken up to 10 days of unpaid leave. The BCS administrator has authority to approve the use of unpaid leave and to generate a review of the use of leave at their discretion.

If administrator refuses unpaid leave for employee, the employee asking for leave, may appeal the decision to the BCS board.