



APPLICATION TO REQUEST UNPAID LEAVE OF ABSENCE

Employee Name: _____	Employee #: _____
Department & Position: _____	Date of Hire: _____

Employees covered under a Collective Bargaining Agreement are encouraged to refer to their [agreement](#) prior to requesting an UNPAID leave of absence. **When requesting Unpaid Leave, you acknowledge that Healthcare Premiums must be reimbursed to the Intermediate Unit during time of unpaid leave.** The chart below estimates the required daily healthcare premium reimbursement amount when utilizing unpaid leave. Additional information can be found in the [LIU Board Policies](#) posted on www.liu18.org.

2024/2025 Healthcare Premium Daily Rates

	Single	Husband & Wife	Parent & Child	Family
School Year Employee Daily Rate	\$64.73	\$140.22	\$108.92	\$193.43
12 Month Employee Daily Rate	\$46.30	\$100.31	\$77.92	\$138.37

I. Reason for Unpaid Leave Request

When the need for unpaid leave of absence is foreseeable, employees must submit their request at least thirty (30) days prior to the date that the unpaid leave will begin. In the event the reasons for unpaid leave are not foreseeable, employees must submit the unpaid leave request as soon as possible. Failure to apply in advance as requested may result in the delay or denial of the unpaid leave requested.

Please use lines below to explain your unpaid leave request:

II. Dates of Unpaid Leave

First Day of Unpaid Leave: _____ Last Day of Unpaid Leave: _____

III. General

Employees on Unpaid Leave of Absence must contact the Director of Human Resources (naudi@liu18.org) on a bi-monthly basis to report their status and intention to return to work.

Employee Initial: _____

Employees who make or attempt to make fraudulent requests for unpaid leave may be denied restoration or disciplined, up to and including termination of employment.

Employee Signature

Date

Administrative Determination for Eligibility

Director of Human Resources and Policy Signature

Date

_____ Qualifies _____ Does Not Qualify

Board of Directors Action: _____ Approved _____ Denied

Board Meeting Date: _____

Application of Unpaid Leave Procedures: (Please read carefully)

- Any employee with the need for an unforeseeable or emergency related unpaid leave should make every effort to communicate such leave to their immediate supervisor within a reasonable amount of time.
- When an employee plans to request a foreseeable unpaid leave of absence, the employee will refer to the [Human Resources](#) page of the LIU website and complete the appropriate Request for Unpaid Leave of Absence form and submit the form via email to the Director of Human Resources (naudi@liu18.org).
- The Director of Human Resources and Policy will review the application and determine whether the employee is eligible for the requested unpaid leave.
- If the employee is eligible for the requested unpaid leave, Human Resources will notify the employee and their Supervisor/Program Director via email that the requested unpaid leave has been approved.
- If the employee is not eligible for the requested unpaid leave, the employee will be notified via email.
- If the requested unpaid leave is an actionable item requiring Board approval, Human Resources will submit a motion along with the application for the leave to the Executive Director. Upon recommendation, the Human Resources Department will notify the employee requesting unpaid leave of the Board's determination via email.
- At least two (2) weeks prior to the expiration of unpaid leave, Human Resources will notify the employee in writing (via email, as well as mailing a letter to their address on file) that the leave period is expiring. The employee then must inform the Director of Human Resources and Policy of their intent to return upon the conclusion of their leave.