

To: Eugene School District 4J Staff
From: Human Resources
Sent: Thursday, October 27, 2016
Subject: How To Request Unpaid Days

In accordance with the Administrative Rule regarding Attendance Expectations (<http://www.4j.lane.edu/wp-content/uploads/2014/08/Administrative-Rule-on-Attendance.pdf>):

“An employee may not take an unpaid day off without the advanced written approval of his or her supervisor **and** Human Resources director or designee.”

Requests must be submitted no less than *48 hours* before a known absence. If the unpaid day is related to an illness the request must be sent within three work days upon return to work.

To request an unpaid day an employee should follow the below procedure:

1. Send an email to your administrator/supervisor and 4j_leaves@4j.lane.edu requesting the unpaid day and including the reason for the request.
2. The administrator/supervisor should email both the employee and the 4j_leaves@4j.lane.edu email if they support the request or are denying the request.
3. If the administrator/supervisor has supported the request then it will be reviewed by the Human Resources Director.
4. If approved, the Human Resource Director will email both the employee and supervisor their approval.

****ALL leaves 6 consecutive days or longer must be requested by submitting a [leave of absence request form](#).***

Leaves phone: (541) 790-7676
Leaves Email: 4j_leaves@4j.lane.edu
Fax: (541) 790-7680