

Request to Decrease My Full-Time Status To Less Than Full-Time

(For Use During the Intent to Return Process)

Unpaid Leave of Absence Request

If you are requesting a decrease from full-time status (i.e., from 1.00 to .67 FTE), you will need to complete this form, receive approval from your site principal, and send it to Human Resources, requesting an **unpaid leave of absence** for “x” FTE (i.e., requesting a .33 FTE leave of absence if you want to teach four periods instead of six).

Requesting an unpaid leave of absence allows you to work a reduced number of periods during the school year while preserving your full-time, or current, job right.

Unpaid leave of absence requests must be requested and approved each school year.

By contract, requests for unpaid leave are due by March 1 of the current school year and are subject to board approval.

Last Name, First Name

Site

- I request a **partial** unpaid leave of absence for the **2022-2023** school year. I request a _____ FTE unpaid leave of absence for the **2022-23** school year.

For Reference:

.167 FTE = one period

.67 FTE = four periods

.333 FTE = two periods

.83 FTE = five periods

.50 FTE = three periods

1.0 FTE = six periods

- I request a full year's unpaid leave of absence at my current FTE for the **entire 2022-23** school year.

Signature

Date

I am supportive of this certificated staff member's request for the specified unpaid leave of absence:

Signature of Site Principal

Date

*Send completed form to the HR Department **by March 1** of the current school year.*