



David Douglas School District #40
 Human Resources Department
 11300 NE Halsey St.
 Portland, OR 97220
 Telephone: 503-252-2900
 Fax: 503-261-0130

REQUEST OF UNPAID LEAVE OF ABSENCE

Name _____ Date _____

Position _____ Licensed
 Classified Location _____

Current FTE _____ Leave Requested: Full-time Part-time

Effective Date of Leave _____ Date of Return _____

Reason for Leave _____

It is the undersigned employee's responsibility to notify Human Resources of their intent to return to David Douglas School District, by March 1, if their return is at the start of the following year, or as identified on date of return, as shown above.

Licensed Teacher Contract Article 17, C

Upon return from unpaid leave, the teacher will be returned to the same or a substantially similar position which is available or for which he is licensed. The determination as to whether a position is substantially similar shall be made by the District using objective criteria relevant to the type and nature of the assignment.

Classified Contract Article 10, D

Upon return from an unpaid leave, an employee is not guaranteed a particular position, but will be offered the first available equivalent position. Equivalent position shall be defined in Article 8-F or as defined by law.

If the employee does not notify the district of his intention to return to district employment at the expiration of a leave of absence, the employee will be shown in the personnel records as a resignation.

Signature of Building Administrator _____ Date _____

Signature of Employee _____

APPROVED

DENIED By _____ Date _____

Director of Human Resources

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