

1 **ARTICLE 17: CHILD REARING LEAVE**

2 17.1 Unit employees may be granted an unpaid leave by the District for the purpose of
3 caring for the birth, adoption, foster care placement of a child, a stepchild, or a
4 legal ward.

5 17.2 Unpaid leaves must be requested in writing to the immediate manager a
6 minimum of two (2) weeks prior to the date the leave is proposed to commence
7 except in emergency situations. A unit employee returning from an unpaid leave
8 of absence of duration greater than thirty (30) calendar days shall notify the
9 immediate manager of intent to return at least two (2) weeks before the
10 expiration of the leave.

11 17.3 Unpaid child rearing leave requests for five (5) workdays or less require approval
12 by the immediate manager, and the appropriate vice president or the
13 President/Superintendent. Unpaid child rearing leave requests for more than five
14 (5) workdays, but not to exceed a period of twelve (12) calendar months, require
15 approval by the immediate manager, appropriate vice president or
16 President/Superintendent, and the Board of Trustees.