

District 145 Human Resources

Notification



TO: Classified Employees and Principals

DATE: December, 2024

RE: Procedures for Requesting “No Pay” Leave

This notification pertains to classified employee leave options and the procedures related to the use of ‘no pay’ leave. As a district, we recognize the various circumstances that may cause staff to take leave. We also recognize how important it is for all employees to have regular attendance and the positive impact it has on student behavior and academic performance.

Classified staff are allocated days of sick, personal, and bereavement leave as noted in the 2024-25 Classified Staff handbook. A regular and dependable work schedule is an essential job function and excessive absences can put undue stress on others. As a district, we monitor staff attendance and will work with staff who have excessive patterns of attendance.

If a classified employee is requesting to take a day of leave without pay, the classified employee will email the building administrator or department supervisor at least 5 school days prior to the requested leave, whenever possible. The building administrator or department supervisor will decide to approve or deny the request. If approved, the building administrator or department supervisor will work with the employee requesting leave and the administrative assistant to enter the absence in Frontline as a ‘no pay’ day of leave. An email request to the building administrator needs to occur before the absence is entered into Frontline.