

LEAVE OF ABSENCE POLICY (revised 09/10/2023)

Pre-planned LOA petitions: Must be filed at least 10 days prior to requested leave

Students requesting a Leave of Absence (LOA) while enrolled at Downey Adult School must adhere to the policies and procedures established by the institution's administration.

Students may request a LOA by submitting a Petition for Leave of Absence.

NOTE: Submitting a request/petition for a LOA DOES NOT guarantee the approval of a LOA.

IMPORTANT NOTE:

Being placed on an approved LOA will result in a FAILED Module. All students MUST make up the module/s that were failed; no Repeat Module fee will be charged in this situation.

Students must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so.

In the event of an unforeseen circumstance, a student shall designate a representative to submit required documentation to DASLOA@dusd.net

Any Servicemember or Veteran who is called to active duty for training, or full-time National Guard duty under Federal authority must review the Military Service Leave section.

Any student, including a student receiving Title IV financial aid, VA Education Benefits, shall be **considered, (not automatically approved)** for a Leave of Absence only under the following conditions:

1. Students may request a Leave of Absence if they are expected to be out of class for more than their respective CTE program's allowable number of absences. (Please refer to CTE program's attendance policy)
2. **Students enrolled in a CTE program whose length is less than 40 weeks or 800 hours**, may request an **initial** Leave of Absence that lasts **no more than 30 school days or the equivalent of a module**.
 - a. **Subsequent Leave:** In the event a LOA needs to be extended beyond the originally approved 30 school days or the **equivalent of a module** students may request an additional LOA; the cumulative number of absences from both LOA's **may not** exceed 60 school days or **the equivalent of two modules**.
 - i. A subsequent Leave of Absence may not exceed 30 days and may be granted to the same student due to circumstances such as: medical, military duty or a circumstance covered under the Family and Medical Leave Act of 1993 (FMLA). Documentation will be required for the initial **and** subsequent LOA.
 - ii. A student must be meeting Satisfactory Academic Progress (SAP) of their 150% Maximum Timeframe to successfully complete their CTE program.
 - iii. **Reasons for denial of subsequent LOA:**
 1. A student who is requesting a subsequent LOA has already failed a module, OR
 2. The granting of a subsequent LOA will extend the duration of their CTE program beyond their program's Maximum Timeframe date, a subsequent request of 30 days will be denied.

3. **Students enrolled in the Vocational Nursing or Court Reporting programs are not eligible to request a Leave of Absence.**
 - a. **Vocational Nursing:** If a Vocational Nursing student needs a LOA, the student will be Administratively Withdrawn from their current cohort.
 - i. **All monies, financial aid, and/or payments made on behalf of the student's program up to that point, shall be prorated and Title IV funds shall be subject to a R2T4 calculation.**
 - ii. Student may be extended an invitation to join the next cohort start date (immediately following the current date). All previous hours and coursework shall be forfeited.
 - iii. Student Balances, if any, must be paid in full.
 - iv. Students will be responsible for paying new down payment and new program fees will be applicable.
 - b. **Court Reporting:** Effective 2/15/2021, students may request time off using an appeal process. Please refer to *The Court Reporting Handbook* for guidance regarding "Request for Time Off" for further details.
 - i. Students must fill out the appeal form and meet with the Court Reporting Appeal Committee for review.
 - ii. It is a one-time appeal. Supporting documentation must be provided.
 - iii. Appeal approvals are not guaranteed. Approvals are granted on a case-by-case basis.

Types of Approved Leaves of Absence:

Medical:

Approved medical leaves will be considered for circumstances covered under the Family and Medical Leave Act of 1993 (FMLA) **AND** must be accompanied by a detailed statement from a medical professional, signed and recently dated. This documentation is required to verify the timeframe for the leave. (All documentation is subject to verification.) For more detailed information, visit:

https://www.dol.gov/whd/fmla/fmlaAmended.htm#SEC_102_LEAVE_REQUIREMENT

- a. **PREGNANCY Leave:** Students are encouraged to Email DASLOA@dusd.net as soon as they become aware of their pregnancy to begin the process of course planning and avoid failing/forfeiting their entire program.
- b. **COVID-19 Leave:** Students who are not feeling well and think that they are coming down with symptoms described in the California Public Health guidelines for COVID-19 signs/symptoms, are advised to refrain from any school-related activity (online instruction and/or externships/clinical rotations) immediately. Students are **REQUIRED** to email DASLOA@dusd.net, **TO FILE A PETITION FOR A LEAVE OF ABSENCE**. Covid-19-related LOA's are granted for a maximum of 3 days.
- c. **PARALEGAL LOA:** If a Paralegal student is approved for a LOA, the LOA will be granted for the duration of the time that is left in their current trimester. Student will be required to return to school in the trimester immediately following the trimester in which the LOA was granted and take the expected courses in alignment with their trajectory for completing the Paralegal. Student will retake the failed courses upon the 4th trimester not to exceed their allowable Maximum Time-frame date. Paralegal students may only be granted **ONE** LOA within their respective Paralegal program. **Effective 3/04/2024**

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If you have tested positive for Covid-19 and are experiencing symptoms:

- You must refrain from in-person instruction for a maximum of 3 days from the date you tested positive.
- Provide DAS with proof of positive test result
- The 3 days may include weekends and holidays
- You must return to instruction on the prescribed approval date.
- You must make arrangements with your instructor to make up missed course work and clock-hours prior to the end of the current module.
- Failure to adhere to conditions of approval may result in failing the current module or being dismissed from the program.

Military Leave:

Any Servicemember or Veteran who is called to active duty for training and whose orders will require them to be out of class for more than their respective CTE program's allowable number of absences from National Guard duty under United States Armed Forces (Army, Navy, Air Force, Marines, Coast Guard, National Guard or Reserve) shall adhere to the following:

1. Military Leave

Any Servicemember or veteran who are expected to be out of class for **NO more than 60 school days**, must present a copy of their military orders or other appropriate documentation. This advance notice can be made by the student or may be made by an appropriate officer of the U.S. Armed Forces or official of the U.S. Department of Defense.

- a. Students who are granted a *Military Service Leave*, will be administratively withdrawn from their current module. Student will receive a grade of INCOMPLETE on their transcript until that MOD is made up. A repeat module as a result of *Military Service Leave* shall not be considered under DAS's repeat module policy.
- b. If military orders render it impossible to provide advanced notice, the student may initiate a military service leave by providing notice at the first reasonable opportunity, in writing, personally signed, and with a copy of the military orders attached, to: DAS Financial Aid/VA Services Department (Room H-61), 12340 Woodruff Avenue, Downey, CA 90241; by FAX to (562) 940-6256; or by email to: DASVeterans@dusd.net Or DASLOA@dusd.net

2. Military Withdrawal

Any Servicemember or veteran expected to be out of class for more than 60 school days, necessitated by service, whether voluntary or involuntary, in the United States Armed Forces, including service by a member of the National Guard or Reserve, on active duty, active duty for training, or full-time National Guard duty under Federal authority will be administratively withdrawn designated under Military Withdrawal and will adhere to the following conditions:

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- a. The cumulative length of all absences for service in the uniformed services may not exceed three (3) years. This period includes only the time spent actually performing service, not the period before reporting for duty and the time between completing service and returning to the institution.
- b. All fees paid on behalf of the student (at the time of leave) shall be applied towards the most current program fees upon a student's re-enrollment into a DAS CTE program, with the exception of VA Benefits recipients.
- c. Balance for the previous coursework shall be cleared.
- d. VA Benefits recipients will only be allowed to apply their VA Education Benefits to VA-approved courses.
- e. DAS Student's responsibility for re-enrollment after Military Withdrawal shall include:
 - i. Attending a new CTE program Orientation
 - ii. Beginning a CTE program and forfeiting any previous coursework
 - iii. Acknowledge responsibility for any increase in program fees
 - iv. Start Date will be subject to availability

While DAS will make every effort to accommodate students returning from active duty, immediate placement cannot be guaranteed.

Failure to Return from LOA:

Students who fail to return from their Leave of Absence, shall be considered withdrawn from Downey Adult School as of the first day in which the Leave of Absence was granted.

1. Students on Financial Aid understand that a recalculation of Federal Financial Aid will occur to determine if any Title IV funds need to be returned. **Financial Aid/Student Services** will have 45 days after the last day of the Leave of Absence to calculate a refund and return funds according to Title IV guidelines. (34 CFR 668.22)
2. VA Education benefits recipients will be reported the Department of Veterans Affairs; a return calculation will be performed in accordance with DAS's refund policy. Student may be referred to the VA's Debt Management Center.
3. Notification and result of the recalculation will be mailed to the student within 30 days of the withdrawal date.

Student Responsibility

1. You must read and understand the DAS's Leave of Absence Policy
2. **Submitting a request/petition for a LOA DOES NOT guarantee the approval of a LOA.**
3. **IMPORTANT NOTE: Being placed on an approved LOA will result in a FAILED Module. All students MUST make up the module/s that were failed; no Repeat Module fee will be charged in this situation.**
4. Determine if the reason for the request falls appropriately within this policy.
5. Seek clarification regarding this policy.
6. Submit a completed Petition Form with appropriate documentation for your request.
Incomplete petitions will not be considered for review.

All requests/petitions must include:

- a. Type of Leave
 - b. Beginning Date
 - c. Expected Return Date
 - d. **Statement** which includes the reason for the request.
 - e. **Proper documentation that specifies the beginning of LOA and expected return dates**
 - a. **Medical documentation written on healthcare provider letterhead must include signature from a healthcare professional**
 - b. **COVID-19 LOA: Must provide proof of POSITIVE Result**
 - c. **Military orders must be official (emails from federal email address will be accepted)**
 - f. Pregnancy Leave requests must have a **delivery due date**.
 - g. Request Forms must be signed and dated.
7. Student must read and understand all conditions outlined in their Notice of Approval letter. Student must contact DASLOA@dusd.net immediately if discrepancies are found.
 8. Students who are granted a Leave of Absence during externship may experience being re-sited (based on current site availability).
 - a. In the instance that a student is re-sited, student will be subject to their new site's conditions and may include forfeiting existing externship hours; resulting in the need to complete all required program externship hours again.
 9. Student understands that they must contact their program director to confirm their return one (1) week prior to their Approved Return Date.
 10. Students will not receive Title IV funds scheduled for disbursement during the Leave of Absence.

Upon approval of the Leave of Absence the LOA Department will take the following steps:

- Inform students and department chair via email of conditions of approval
- Recalculate graduation date.
- Revise disbursement dates (if necessary)
- Notify the US Department of Education via National Student Loan Data System (NSLDS) that student is on an Approved Leave of Absence (LOA) or the Department of Veteran's Affairs.