

LEAVE OF ABSENCE POLICY (revised 09/01/2020)

To 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

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 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.
3. **Students enrolled in a CTE program whose length is more than 41 weeks and 801 hours**, may request an **initial** Leave of Absence that lasts **no more than 90 calendar days**.
 - a. **Subsequent** Leave: In the event a LOA needs to be extended beyond the originally approved 90 calendar or the **equivalent of a trimester**, students may request an additional LOA; the cumulative number of absences from both LOA's **may not** exceed 180 calendar days in any 12-month period.
 - i. A subsequent Leave of Absence may not exceed 90 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.
4. Students granted a Leave of Absence in the middle of a MOD or trimester will:
 - a. Receive a non-punitive grade of "I" for their current module or trimester.
 - b. Be required to complete their original CTE program's scheduled clock-hours upon return from LOA. Student will be allowed to complete the coursework he or she began prior to the Leave of Absence.
5. Students will not receive Title IV funds scheduled for disbursement during the Leave of Absence nor any repeat Module fees will apply.

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 to 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 strongly ENCOURAGED to email DASLOA@dusd.net, TO PETITION A LEAVE OF ABSENCE. Although not necessary immediately, a physician's note **MUST BE** furnished at some time during the span of the Leave of Absence. Effective 3/16/2020.

LEAVE OF ABSENCE

PROTOCOL FOR QUARANTINE/ISOLATION & RETURN TO SCHOOL DUE TO COVID-19 EXPOSURE:

ISOLATION and **QUARANTINE** are important because you are infectious (you can spread COVID-19 to others) from 2 days before your symptoms first appeared until your home isolation ends. If you tested positive for COVID-19 but never had any symptoms, you are considered infectious from 2 days before your test was taken until 10 days after your test. **Added and Effective 9/01/2020**

Students who are placed on an Approved Leave of Absence due to COVID-19, must adhere to the following conditions

prior to returning to on-campus instruction:

<p>If you had symptoms, you must stay home until:</p>	<ul style="list-style-type: none"> • At least 10 days* have passed since your symptoms first started and • You have had no fever for at least 24 hours (without the use of fever reducing medicine) and • Your symptoms have improved (for example, cough or shortness of breath) • Submit a negative Covid-19 Negative Test Result
<p>If you tested positive for COVID-19, but never had any symptoms:</p>	<ul style="list-style-type: none"> • You must stay home at least 10 days after the test was taken, but • If you develop symptoms, you need to follow the isolation instructions • Submit a negative Covid-19 Negative Test Result
<p>If you have had close contact to someone who has COVID-19:</p>	<ul style="list-style-type: none"> • You must stay home for 14 days after your last close contact with the person who had COVID-19/symptoms, even if you tested negative for COVID-19 (since

	<p style="text-align: center;">symptoms may appear 2-14 days after exposure to virus).</p> <ul style="list-style-type: none"> Obtain a COVID-19 test. Submit a negative Covid-19 Negative Test Result
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DAS-initiated Leave of Absence (Covid-19) effective 5/07/2020:

Normally, institutions are not permitted to put students on a leave of absence during the suspension of coursework, including clinicals or internships/externships; however, if the coursework suspension results from COVID-19, in this limited circumstance the US Department of Education will permit DAS to put the student on an approved leave of absence until the institution can resume coursework or can find another placement for the student. – *“Electronic Announcement from the Office of Postsecondary Education, UPDATED Guidance for interruptions of study related to Coronavirus (COVID-19) Posted Date: April 03, 2020”*

- c. Administrative leaves of absence shall only be considered in the instances where externship sites, clinical rotation sites and/or the curriculum of a CTE program requires a certain number and certain types of instructor-supervised lab work and/or practical, hands-on subject matter and training.
- d. Administrative leaves may not exceed a student’s 150% maximum time for their respective CTE program and may never exceed 180 days (including weekends, holidays, and school breaks), whichever date comes first.)
- e. You may check your 150% timeframe date with DAS’s Director of Financial Aid
- f. If a student does not return to complete their program within their 150% maximum timeframe or 180 days (whichever comes first), the school would then be expected to perform the Return of Title IV funds calculation based on the date on which the leave-of-absence began.

Bereavement:

Students who experience the death of an immediate family member, must **Email DASLOA@dusd.net**. DAS’s Bereavement policy aligns with the same standards which DAS’s faculty and staff follow. DAS has the right to request documentation that verifies the death of a family member (e.g., a funeral program or death certificate). It is up to the discretion of the DAS Principal to determine if a death outside of the immediate family warrants implementation of the student bereavement policy.

1. Bereavement Leave:

As defined in DUSD’s Bereavement Policy, article IV, section G, bereavement leave shall be for a period three (3) excused days, except when travel beyond a 300-mile radius or out-of-state is necessary, in which case the leave shall be extended to five (5) excused days. Bereavement leave will not be counted against a student’s program’s allowable absences.

- a. Students will be allowed to continue with current module, however, student must make up all hours missed prior the end of the current MOD.
- b. Court Reporting program may make up absences by the end of their trimester.

2. Bereavement Withdrawal:

Students who must take more than the allowable days per DAS’s Bereavement Policy, will be subject to one of the following circumstances:

- a. Students who have NOT failed a previous module, may withdraw from their current module and will be required to repeat said module. In order to be compliant with school policy, all students are required to continue attending class on a daily basis, even after it has been determined that they will not pass the current module. Failure to continue to attend will result in my automatic dismissal from the entire program.

- b. Students who HAVE failed a module are encouraged not to take more than the allowable time to avoid administrative withdrawal from the entire program.

Jury Duty

DAS agrees to grant students called for jury duty in the manner provided by law, up to five (5) excused school days. Students called for jury duty, must Email DASLOA@dusd.net of service date(s) upon receiving said notice from officers of the court (summons). DAS will require a certificate of Jury Service at the end of the performed jury service.

1. Students are required to attend class any day or portion thereof, as certified by the Court Clerk in which jury duty services are not required.
2. Students who are called to perform Jury Services beyond five (5) excused school days, will be placed on *Leave of Absence*, and be administratively withdrawn from their current module. Students will receive a FAIL grade and will be required to repeat the MOD to receive a passing grade.
3. If a student is required to serve on jury duty for up to four (4) hours or more on a school day, the student shall not be required to return to his/her regularly scheduled class hours. **However, all missed class hours and assignments MUST be made up by the end of their current MOD.**
 - a. Court Reporting program may make up absences by the end of their trimester.

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:

- 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/VA Services Department (Room H-61)** 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. Must read and understand the DAS's Leave of Absence Policy
2. Determine if the reason for the request falls appropriately within this policy.
3. To seek clarification regarding this policy.
4. Submit a completed Petition Form with appropriate documentation for your request. **Incomplete petitions will not be considered.**

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 in alignment with requested beginning and expected return date**
 - f. Pregnancy Leave requests must have a delivery due date.
 - g. Forms must be signed and dated.
5. 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.
 6. 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 condition and may include forfeiting existing externship hours; resulting in the need to complete all required program externship hours again.
 7. Student understands that they must contact their program director to confirm their return one (1) week prior to their Approved Return Date.
 8. Students will not receive Title IV funds scheduled for disbursement during the Leave of Absence.

Upon approval of the Leave of Absence the Financial Aid/VA Services 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.