

## LEAVE OF ABSENCE POLICY (revised 08/01/2021)

### 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](mailto: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.
    - ii. In the event that a student requesting a subsequent LOA has already failed a module, a subsequent request of 30 days will be denied. A student must be meeting Satisfactory Academic Progress (SAP) of their 150% Maximum Timeframe in order to successfully complete their CTE program.
3. **Students enrolled in a Vocational Nursing or Court Reporting programs are not eligible to request a Leave of Absence**.
  - a. **Vocational Nursing:** In the event that 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, 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. It is approved 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](https://www.dol.gov/whd/fmla/fmlaAmended.htm#SEC_102_LEAVE_REQUIREMENT)

- a. PREGNANCY LEAVE: Students are encouraged to Email [DASLOA@dusd.net](mailto: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](mailto:DASLOA@dusd.net), TO PETITION A LEAVE OF ABSENCE. Effective 3/16/2020.
- c. **INTERIM LOA for EMT and Vocational Nursing ONLY:** An Interim Leave of Absence (LOA) shall be granted for **a maximum of 14 days**, when a student has been exposed to **or** has tested positive for Covid-19, and, is therefore, required to follow quarantine and/or isolation protocols in accordance with CA Public Health guidelines and DAS policies. These protocols require that a student must **CEASE** attendance immediately from all on-campus, lab/skill work or on-site externship/clinical rotation activities. **Effective 08/01/2021.**

**The Interim LOA is intended for those students who are quarantining/isolating, however, feel that they have the physical ability to continue with their CTE program's curriculum and instruction via an online platform.**

**PLEASE NOTE:** If your exposure or Covid-19 positive test result prohibits you from continuing with online instruction, DAS will Administratively Withdraw students from the entire program.

- Students 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.
- Student Balances, if any, must be paid in full.
- Students will be responsible for paying new down payment and new program fees will be applicable.

**An Interim Leaves of Absence shall be initiated by the student and must be discussed and agreed upon in coordination with the EMT or Vocational Nursing Program Director. Approval will be determined by the Director of Financial Aid/Assistant Principal.**

- a. **IMPORTANT:** Once students have met the conditions to return to on-campus instruction, they will be responsible for completing all required in-person/on-campus skills hours, lab work, and/or on-site externship/clinical rotations that may have been interrupted by taking an Interim LOA.
- b. Leaves of Absence may not exceed a student's 150% maximum time for their respective CTE program and my never exceed 180 days (including weekends, holidays, and school breaks), whichever date comes first.
- c. You may check your 150% timeframe date with DAS's Director of Financial Aid
- d. 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 (if applicable) based on the date on which the leave-of-absence began.

**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><b>If you are experiencing mild symptoms, you must stay home until:</b></p>	<ul style="list-style-type: none"> <li>• At least 10 days* have passed since your symptoms first started <b>and</b></li> <li>• You have had no fever for at least 24 hours (without the use of fever reducing medicine) <b>and</b></li> <li>• Your symptoms have improved (for example, cough or shortness of breath)</li> <li>• However, fully vaccinated people should get tested 3-5 days after their exposure, even they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Someone who has COVID-19 illness within the previous 3 months <b>and</b></li> <li>• Has recovered <b>and</b></li> <li>• Remains without COVID-19 symptoms (for example, cough, shortness of breath)</li> </ul>
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**If you are experiencing severe symptoms, you must stay home until:**

- At least 10 days\* have passed since your symptoms first started **or**
- People who are severely ill with COVID-19 might need to stay home **longer than 10 days and up to 20 days** after symptoms first appeared.
- Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.
- However, fully vaccinated people should get tested 3-5 days after their exposure, even they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

OR

- Someone who has COVID-19 illness within the previous 3 months **and**
- Has recovered **and**
- Remains without COVID-19 symptoms (for example, cough, shortness of breath)

**If you tested positive for COVID-19, but never had any symptoms:**

- 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.
- 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)
- However, fully vaccinated people should get tested 3-5 days after their exposure, even they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

OR

- Someone who has COVID-19 illness within the previous 3 months **and**
- Has recovered **and**

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	<ul style="list-style-type: none"> <li>Remains without COVID-19 symptoms (for example, cough, shortness of breath)</li> </ul>
<p><b>If you have had close contact to someone who has COVID-19:</b></p>	<ul style="list-style-type: none"> <li>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 symptoms may appear 2-14 days after exposure to virus).</li> <li>If you develop symptoms, you need to follow the isolation instructions.</li> <li>You have had no fever for at least 24 hours (without the use of fever reducing medicine) <b>and</b></li> <li>Your symptoms have improved (for example, cough or shortness of breath)</li> <li>However, fully vaccinated people should get tested 3-5 days after their exposure, even they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Someone who has COVID-19 illness within the previous 3 months <b>and</b></li> <li>Has recovered <b>and</b></li> <li>Remains without COVID-19 symptoms (for example, cough, shortness of breath)</li> </ul>

Referenced 07/29/21:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

### **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](mailto:DASVeterans@dusd.net) Or [DASLOA@dusd.net](mailto: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. 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 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 Test 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.**
5. Student must read and understand all conditions outlined in their Notice of Approval letter. Student must contact [DASLOA@dusd.net](mailto: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 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.