

Employees may request leaves of absence for personal reasons. Administrators must carefully consider the needs of the jurisdiction in granting leaves of absence for short or extended periods of time.

Procedures

1. All employees must receive prior approval from their immediate supervisor for short-term leaves of absence.
 - 1.1 All requests for leaves of five days or fewer may be approved by the school principal/supervisor. The principal will forward the documentation for the leave to the Payroll Administrator.
 - 1.2 Principals must ensure that all absences for staff are reported on the monthly reports and submitted to the payroll administrator.
 - 1.3 All requests from employees for leave for more than five school days shall be directed in writing to the Superintendent.

Reviewed/Revised: March 2014