

## **ABSENCES AND LEAVES**

**P9520.5**

The Board of Education will recognize absences without loss of pay and award leaves of absence under the terms of the negotiated agreements with the Teachers Association, CSEA, and the Administrators. Employees not represented by a bargaining unit will receive the same consideration in matters of absence and leaves as those who are represented by bargaining units.

Absence for one or more days for professional activity such as conference attendance, professional meetings, school visitations, or curriculum development activity requires the prior approval of the Superintendent of Schools or the Superintendent's designee.

Absences for any reason not listed above or in the negotiated agreements will not be allowed. Deductions for such absences will be made at 1/200 of the annual salary for each day of absence.

Leaves as specified in the negotiated agreements may be granted by the Board of Education upon the recommendation of the Superintendent of Schools. In addition, the Board of Education, upon the recommendation of the Superintendent, may grant extended leaves without pay for health reasons or the alleviation of hardship involving an employee or his/her immediate family. The Board will grant military leave upon request in compliance with the existing legal requirements and the terms therein defined. A leave of absence for personal reasons may be considered by the Board only when such leave is recommended as in the best interests of the school district by the Superintendent of Schools.

Reviewed June 1999

Renumbered from P4375 – September 2015