

## LEAVE POLICY

It is the policy of the New Hanover Board of Education that all employee leaves and absences shall be governed under provisions of the regulations adopted by the North Carolina State Board of Education, unless specific exceptions are approved by the Board. The Superintendent or designee shall be responsible for developing and distributing administrative procedures for implementing the state regulations.

Personal leave shall be requested by application in accordance with the policies of the State Board of Education and shall be used only upon the authorization of the teacher's immediate supervisor. A teacher shall not take personal leave on the first day the teacher is required to report for the school year, on a required teacher workday, on days scheduled for State testing, or on the day before or the day after a holiday or a scheduled vacation day, unless the request is approved by the principal. On all other days, if the request is made at least five days in advance, the request shall be automatically granted subject to the availability of a substitute teacher, and the teacher cannot be required to provide a reason for the request.

LEGAL REFS: N.C.G.S §115C-302.1(d) North Carolina Public School Benefits and Employment Policy Manual

CROSS REFS: New Hanover County Schools Personnel Handbook

Adopted: 05/09/84

Revised: 04/09/91, 02/05/13, 04/02/19