

FARIBAULT AREA PUBLIC SCHOOLS  
Faribault, Minnesota

Staff Personnel  
Series 400

**LEAVE OF ABSENCE**  
Policy No. 404.7

A request for a leave of absence without pay or District contribution for benefits shall be submitted to the principal, director or supervisor. If the leave of absence is for three days or less, the request shall be reviewed with the Superintendent of Schools or his designee and the request may be approved or disapproved depending upon the circumstances.

A request for a leave of absence without pay or District contribution for benefits for more than three days must be submitted to the Board of Education for consideration and action.

Any leave granted under this Policy or from a request on the form, "Request for Leave Other Than Personal/Sick Leave," which is subject to full salary deduct shall also include a deduction for District contribution for benefits for the period of the leave.

January 23, 1978  
Date of Adoption