

LEAVE OF ABSENCE

## ADMINISTRATORS

Planned leave of absence must be requested in writing through the office of the Superintendent. Administrative personnel granted a leave of absence shall be deducted the applicable fraction of their annual salary for each contracted day missed if not covered by authorized leave.

## SUPPORT PERSONNEL

Planned leave of absence must be requested in writing through the office of the Superintendent. Employees will then be deducted a full day's pay for each day of absence if not covered by accumulated, authorized leave.

An extended leave of absence is in excess of two (2) weeks. This type leave must be requested and approved in writing through the office of the Superintendent. The employee must return to work by the specified date (agreed upon by the office of the Superintendent) or submit in writing a request to extend the leave by that date. If the employee fails to do so, he will be considered voluntarily terminated.

Benefits are not accrued during an extended leave, including a leave due to injury on the job.

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