

**Leaves and Absences**

Leave will be provided according to the agreements with recognized employee bargaining groups, or absent such a bargaining group, established by the Board.

1. Providing the employee with an opportunity for continued professional growth.
2. Encouraging the employee to take the necessary time to recuperate from illnesses.

The Bon Homme School Board believes that the provision of leaves helps to attract and retain faculty who will continue to grow professionally, maintain their physical health, and have a feeling of security. This is done by:

3. Providing the employee with income in the event of illness or accident.
4. Providing a way for the employee to arrange for absence in the event of an emergency.
5. Cooperating with the employee in arranging time for the performance of certain obligations or for other personal purposes that can be accomplished only during school time.

Leave requests will be made to the Superintendent or designee. All requests for long-term leaves of absence will be submitted by the Superintendent, along with his recommendation, for Board approval.

Employees are expected to perform all duties and responsibilities as defined by the employee's contract, statutes, rules, and regulations of the State of South Dakota, The State Board of Education, policies of the School Board, and administrative regulations of this school district.

An employee is deemed to be on unauthorized leave at such time and on such occasions as the employee may absent him/herself from required or assigned duties without first getting permission from his/her supervisor or administrator.

Unauthorized leave shall constitute a breach of contract and therefore may result in the initiation of dismissal procedures, loss of salary, or such disciplinary action as may be deemed appropriate by the Board. An employee shall receive as salary only an amount that bears the same ratio to the established annual salary. Time he/she serves will be compared to the required days of service or such hourly wage as had been earned depending upon the manner of compensation named in the employee's contract.

The Superintendent or the supervisor of the employee may require a physician's or other verification as to an employee's claimed reason for absence in any situation in which it is believed that no valid grounds exist for the employee's claim for absence. Such verification shall be made within five days of absence. The district may require, at its own expense, a physical examination to verify the reason for absence if the reason given is personal illness or disability.

Revised: July 1996; July 12, 2010