

**POST FALLS SCHOOL DISTRICT NO. 273**

Series 400: Certified Personnel: Leave and Absence

Policy No. 404.9

Policy Title: Leave of Absence

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It is the policy of the Board of Trustees that the superintendent may consider requests for absence without pay for purposes considered urgent and necessary but not covered by paid leave policies. If the request is approved by the superintendent a deduction of 1/190th will be made for each day of absence.

The certified employee shall make written application to the building principal who will forward to the superintendent for consideration at least ten (10) days in advance of the occurrence, or if advance application is not possible, not later than ten (10) days after occurrence. The immediate supervisor must be kept apprized of the employee's status at all times.

Absences other than those herein provided for, or failure to follow the foregoing regulations, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

Legal References: IC 33-1216 Sick and Other Leave

Date of Adoption: 1/26/88, 2/13/12, 11/14/22

Reviewed: 2017, 2022