

## THIEF RIVER FALLS PUBLIC SCHOOLS

### 455 LEAVES OF ABSENCE WITHOUT PAY

#### I. PURPOSE

The Superintendent shall submit to the Board all requests for a leave of absence without pay that exceed five (5) days in length. Leaves without pay may be approved by the Superintendent up to five (5) days in length.

Leave without pay used in conjunction with any other leave, except in the case of maternity or disability leave, must be pre-approved by the Superintendent. No extended leave without pay will be granted for the purpose of accepting other employment without School Board authorization.

**Board Adopted:** 10/2013

**Board Reviewed:** 08/2017

**Scheduled Review:** 08/2020