

DAGE: Leave without Pay

1. The Divide County School District #1 Board of Education realizes that such situations arise which require that an employee be absent from their duties as contracted. To this end, there are benefits within the master contract for teachers which address sickness, personal, professional, association, emergency, and sabbatical leaves. The classified benefits speak to sickness, vacation, emergency, and personal.
2. Since there is opportunity for leave in many instances, employee requests are to be discouraged for any additional leave.
3. Should leave be placed in writing and presented for Board action, the employee is reminded that granting would be the exception. If granted, the employee is to make arrangements with respective supervisor for completion of duties.
4. Each employee must recognize that a contract or work calendar between them and the school indicates the days they are expected to work.