
ADMINISTRATIVE REGULATIONS
SECTION: Personnel
SUBJECT: Excused Absences With Pay

PER-27

04-24-96

All employees are allowed three (3) days per year for excused absences with pay, provided they have prior approval of their appropriate supervisor and the Personnel Office. Employees shall have deducted from his/her salary the cost of a substitute even if a substitute is not used for this absence. Excused absences with pay will not count against the employee's sick leave or personal leave.

Excused absences with pay can be taken for the following reasons:

1. To take care of personal legal matters or being with an immediate family member involved in a court case.
2. To attend the funeral of a friend or relative not covered in bereavement policy or extra days for death in the immediate family.
3. To enroll a child in college or attend graduation of a family member.
4. To get married, prepare and attend a child's wedding, or attend the wedding of a family member.
5. Unable to find a baby sitter for children at home.
6. To take comprehensive examinations for Master Degree.
7. To attend teacher credit union convention.
8. To attend approved church leadership training conference.
9. To attend retirement counseling session with spouse.
10. To attend a special awards program for a family member.
11. Illness of relative not included in immediate family.

Full salary shall be deducted for an absence in excess of three (3) days.

Excused absences with pay cannot be taken in conjunction with personal leaves.