

PERSONNEL: 4.0

POLICY: 4.19

SPECIAL LEAVES OF ABSENCE WITHOUT PAY

Special leaves of absence without pay may be granted by the Board of Education to employees who cannot qualify for any other types of leave, but who are faced with circumstances which make a leave advantageous.

The Superintendent shall have the authority to grant such absences of thirty days or less. All other requests must be submitted to the Board through the Superintendent with his/her recommendation.

Policy: 4.19
Adopted: 7/11/73
Amended: 2/15/84

PERSONNEL: 4.0

ADMINISTRATIVE PROCEDURES: 4.19A

SPECIAL LEAVES OF ABSENCE WITHOUT PAY

Requests for special leaves of absence without pay shall be submitted in writing prior to the requested leave. Such requests shall be processed through their immediate supervisor to the Superintendent.

The Superintendent's recommendation and/or decision will be based on the employee's years of service, attendance, record, and the nature of the absence.

Administrative Procedures: 4.19
Adopted: 7/11/73
Amended: 2/15/84