

Release of certificated employees of Cassia County Joint School District No. 151, who hold a political office requiring attendance at meetings outside of the district, may be approved on the following basis:

The need for individual leave for political officers must be pre-approved by the board prior to when the employee is elected, appointed, or otherwise holds a political position, or upon employment, whichever occurs first. The employee must request individual leave in writing and the board will render a decision on the request within fifteen (15) school days from the date received.

Individual leave for political officers must be pre-arranged and may only be taken if a suitable substitute teacher is available.

Employees will not receive payment during any absence taken pursuant to this policy and the employee's salary will be reduced proportionate to the number of contract days absent during the school year.

The employee's absence pursuant to this policy is limited to the actual number of days necessary to properly perform the duties of the office held.

No district employee, including those campaigning for or holding office, may use district facilities or students during school time for any political purposes, including, but not limited to, the distribution of material of a political partisan nature.

**LEGAL REFERENCE:**

Idaho Code Section 33-506

**ADOPTED:** May 8, 2000

**REVIEWED:** October 19, 2017

**AMENDED:** November 10, 2021