

PROFESSIONAL STAFF LEAVES AND ABSENCES

The School Committee believes that the provision of leaves helps to attract and retain faculty who will continue to grow professionally, maintain their physical health, and have a feeling of security. This is done by:

1. Providing the employee with an opportunity for continued professional growth.
2. Encouraging the employees to take the necessary time to recuperate from illnesses.
3. Providing the employee with sick leave in the event of illness or accident.
4. Providing a way for the employee to arrange for absence in the event of an emergency
5. Cooperating with the employee in arranging time for the performance of certain obligations or for other personal purposes that can be accomplished only during school time.

Paid leave and extended leaves of absence, with or without pay or partial pay, shall be granted the professional staff in accordance with School committee policy and contract items pertaining to specific types of leave.

When employees are absent beyond the number of leave days they are entitled to, or when they are absent without valid reason, a deduction in salary shall be made unless the superintendent, with the approval of the School Committee, determines otherwise.

Adoption date: February 1, 1993

Effective date: February 1, 1993

SANFORD SCHOOL DEPARTMENT