

REGULATIONS ABSENCE WITHOUT PAY (VACATION STAFF)

The superintendent may approve an absence of 1 to 5 days for an unusual opportunity for vacation travel if the following criteria are met:

1. Must have completed a minimum of five (5) years of teaching experience in the West Harrison Community School District.
2. Requests will be allowed for up to a maximum of 5 days per five year period. The number of days utilized may range from one to five for any one request; however, regardless of the number of days requested, no more than two requests per five year period may be approved.
3. Part-time employees may apply for "like" days if all other criteria have been met (i.e. up to five one-half days by a staff member currently teaching one-half time).
4. No other type of leave may be utilized in conjunction with or to extend an approved Absence Without Pay leave.
5. Requests will be submitted to the superintendent through the building principal or supervisor.
6. Violation will be handled according to Paragraph Three, Policy 404.7.