

Licensed personnel may be granted personal leaves and absences.

Emergency and Legal

Emergency leaves, including legal leave without pay, may be granted by the superintendent. Emergency leave, including legal with pay, may be granted at the discretion of the board.

To the extent possible, employees should give advance notice in requesting emergency leave. Whenever an employee takes an emergency leave without prior consent, the employee shall notify the principal or immediate supervisor at the earliest possible time. When the employee is unable to give such notice, arrangements should be made for some other person to notify the employee's principal or immediate supervisor of the emergency leave.

If the employee desires to have a salary deduction made for the emergency leave, an application shall be made to the board by filing a request with the superintendent within ten (10) days following the return from the emergency leave, which shall explain in full the nature of the leave and the reasons why the employee is of the opinion no salary deduction should be made. The request shall be considered at the next regular board meeting; however, filing the request in no way guarantees the request shall be granted by the board.

Legal Leave

Legal leave shall mean time away from the job for the purpose of prosecuting or defending a legal action or for testifying in either a court of law or before an administrative body. If the teacher is a plaintiff in an action against the district, this rule shall not apply. Time away from the job for any action shall be taken as provided in policy and covered by other leave provisions as allowed by the district.

Jury Duty

An employee called to jury duty may be paid regular school wages if the employee endorses all jury duty pay, except reimbursement for mileage and subsistence, over to the district.

Illness

Licensed employees may be provided with leaves of absence with pay for illness.

Religious

Leaves of absence without pay may be granted for participating in religious activities. Requests for religious leave without pay must be made to the superintendent at least five school days prior to the first day of the requested leave. The leave may be granted by the superintendent, but the leave shall not

exceed two school days per employee per school year. The request for religious leave shall be in writing and shall fully explain the time, date, and reasons of the leave.

Bereavement

Leaves of absence without pay may be granted for death within the immediate family. Employees desiring bereavement leave shall contact their immediate supervisor. The leave shall be granted as outlined in the negotiated agreement.

Approved:

Revised: December 16, 1996; 3/9/2009