

Support Staff Leaves and Absences

Leaves and absences without pay may be authorized by the district administrator for purposes which he/she agrees are urgent and necessary. For such absences, deductions from the employee's salary will be made in accordance with any relevant district pay regulations.

The employee shall make a written request for authorization to be absent at least ten (10) days in advance of the planned absence or, if advance application is not possible to meet this requirement, a verbal request shall be made stating the reasons. In the case of the latter, not later than ten (10) days after the leave or absence has been completed, a written description of the need for the absence shall be filed in the district office. Length of service and record of previous absences shall be factors in the decision as to authorization.

Extraordinary absence not otherwise provided for may be excused by the district administrator. The employees shall make application to the district administrator immediately for such absence, and deductions in salary shall be made unless such deduction be specifically waived or deducted from sick leave as determined by the district administrator.

Other absences than those herein provided for or failure to follow the foregoing regulations may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

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