

Board Policy Document

STAFF PERSONNEL

Series 400

Policy Title: Absence Without Pay

Code Number: 404.8

Absence without pay may be authorized by the Superintendent or his/her designee. The Superintendent has full discretion to either permit or deny the absence without pay, except as required by the Family Medical Leave Act (Board Policy 404.11) or other law, or negotiated agreement. For such absences, deductions will be made at the employee's daily compensation rate.

If possible, the employee shall make application for unpaid leave in advance. Length of service, previous record of absence for reasons other than personal illness, and the reason for the requested absence may be factors considered by the Superintendent or his/her designee in permitting or denying the application.

Involuntary absence not provided for in this and other leave policies of the Board may be excused. The employee shall apply immediately to have such absence excused, and deductions in pay shall be made unless specifically waived by the administration.

Absences not provided for in this and other leave policies of the Board, or failure to follow the applicable regulations, may be deemed neglect of duty and held as sufficient grounds for dismissal.

First Adoption: January 10, 1984

Revision Adoption: February 14, 1995/March 9, 1999/May 25, 2004

Legal Reference: