

EMPLOYEE LEAVES AND ABSENCES

The Superintendent shall receive and act upon all requests for leaves and shall review and, when necessary, act upon all absences for all employees of the District except for the following which shall be referred to the school board with the Superintendent's recommendations:

1. Requests for sabbatical leave, and
2. All requests for leaves (other than maternity) which would be in excess of six months in duration.

The Superintendent shall be guided by applicable laws, collective bargaining labor agreements, and the adopted policies of the School Board. If and when a leave of absence is granted, the following three dates must be established:

1. Date employee's leave is to commence;
2. Date employee is to return to work; and
3. Date employee must notify the Board if that employee should decide not to return to work.

Appeals from the decisions of the Superintendent may be made consistent with the provisions of the collectively bargained agreements or adopted policies of the Board. Absent alternative provisions, appeals may be submitted to the Superintendent for inclusion on the agenda for next regular meeting of the School Board.

1st Reading: 10/19/10

Adopted: 11/16/10