

## PROFESSIONAL STAFF LEAVES AND ABSENCES

As a part of the fringe benefit package, the Board of Trustees offers full-time and permanent part-time certified employees of the District various types of leaves for illness, personal purposes, and professional improvement. All leaves of absence must be requested and approved in advance of being taken.

In general, the Board grants three (3) basic types of leaves in accordance with the salary schedule and related information packet: (1) short-term leaves, usually with pay, such as sick leave, personal leave, professional days, and jury duty leaves; (2) family and medical leave which may be short- or long-term depending upon the circumstances and may or may not be paid leave; and (3) long-term or extended health leaves, usually without pay or with partial pay, such as extended health leave and other types of approved long-term leaves of absence.

The Superintendent shall administer the granting of all leaves of absence and shall have the authority to approve short-term leaves of absence in accordance with established Board policy. The superintendent shall determine whether or not an employee shall be paid while on leave and, if partial pay is appropriate, what the amount of that pay will be. The employee may appeal such decisions to the Board. All long-term (extended) leaves of absence shall require prior Board approval.

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Revised: 03/09/98  
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