

SUPPORT STAFF LEAVES AND ABSENCES
(General Conditions)

All requests for absence will meet the following conditions:

All requests are to be submitted to the board of education or its designee.

All requests must be in writing and submitted far enough in advance to allow for official approval. Emergencies may supersede this requirement.

All requests must furnish information that will adequately explain the request to the board of education or its designee.

In cases where deduction for substitute pay is indicated, the deduction is made whether or not a substitute is actually hired.

Stipends or honorariums earned by the employee while he is receiving normal rate of pay must be turned over to the school district. However, the employee may choose to surrender his regular salary in lieu of the stipend.

Requests that seriously affect the normal operation of school will not be granted.

In no case will permission to be absent be granted to extend vacation periods.