

Vallivue School District #139

Absence without pay may be authorized by the superintendent for purposes which he/she considers urgent or necessary but not covered by paid leave policies. For such absences, deductions from the employee's salary will be made in accordance with the school district's pay deduction regulations.

If the number of days authorized leave is exceeded and if the amount of any consequent reduction in pay is not specified in any other regulation, any reduction in pay shall not exceed the employee's daily rate of pay.

The employee shall make application for authorization at least ten days in advance of the occurrence or, if advance application is not possible, not later than ten days after the occurrence. Length of service, previous record of absence other than that for personal illness, and the purpose of the absence shall be factors in the decision as to authorization.

Involuntary absence not heretofore provided for may be excused by the superintendent. The employee shall make application to the superintendent immediately for excuse for such absence, but in no case later than a forty-five day time period, and deductions in salary shall be made unless such deduction be specifically waived by the superintendent.

Other absences than those herein provided or knowingly falsely claiming absence without deduction which would require a deduction if correctly claimed, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.



LEGAL REFERENCE:

ADOPTED: 12/17/73 (Replaces existing policy 402.6.3)

AMENDED: 4/26/82, 4/11/95, 6/10/97, 7/11/00, 7/8/03, 12/12/06, 8/11/09