

## **PERSONNEL LEAVE PROGRAM**

The Colcord Board of Education recognizes that district employees must occasionally be absent from work. Therefore, leave time in different categories as required by law will be provided for employees to be absent when necessary. Leave categories will include sick leave, personal business leave, emergency leave, jury duty leave, and military leave.

It is also important for district employees to understand that the continuity of education services is best served when the regularly assigned employee is at work. Therefore, employees should use the leaves provided in a prudent and judicious manner. The abuse of leave by employees will not be tolerated and any employee abusing leave policies will be subject to disciplinary action up to and including termination of employment.

### Deductions for Unpaid Authorized Absences

If a district employee believes there is a need to be absent from work for any reason not covered in the approved leave policies, the employee may request, in writing, unpaid leave for that purpose from the immediate supervisor.

If unpaid leave is granted by the immediate supervisor, an amount equal to one day's pay will be deducted from the employee's salary for each day of such approved absence.

If an employee is absent without securing approval for an unpaid absence, the employee shall be denied the salary for such absence and will be considered to be engaging in willful neglect of duty and, therefore, subject to disciplinary action up to and including termination of employment.

### Notification of Leave Accumulation

During the first two weeks of the school year, the board will advise each employee, in writing, as to the number of leave days accumulated as of July 1 of that year. After July 1, an employee may get updated information on leave accumulation from the superintendent's office at a time mutually agreed upon by the employee and the superintendent or the superintendent's designee.

### Teacher Absences and Substitutes

Any teacher absences from school during school hours must be pre-approved by the teacher's principal. Teachers must contact their respective principal when they need a substitute. Principals will take full responsibility to arrange for substitutes. The Colcord Board of Education will hire substitute teachers in the absence of teachers one day or longer. Where possible, the principal will fill such substitutions with aides. Teachers may be used as substitutes during planning periods, except in Emergency Situations. An Emergency Situation will be determined by the building principal.

The Colcord Board of Education will hire substitute teachers in the absence of the teacher one day or longer. The teacher can choose the top three (3) preferences.