

October 20, 1997

**STAFF  
OTHER LEAVE**

**Emergency/Personal Leave**

A total of 5 days of non-accumulative Emergency/Personal Business Leave will be granted per year to support personnel.

Emergency/Personal Business leave will be unpaid leave.

All requests for Emergency/Personal Business leave must be in writing, clearly explaining the absence and must be forwarded to the Superintendent for approval.

**Military Leave**

Military leave will be granted in accordance with state law with tenure and retirement protected.

**Professional Leave**

When approved by the board, staff personnel will be allowed professional absences without loss of pay or other leave days.

References: 70 O.S. 6-104 (Section 141, School Law Book, 1997)  
70 O.S. 6-105 (Section 144, School Law Book, 1997)  
44 O.S. 209 (Section 734, School Law Book, 1997)  
72 O.S. 48 (Section 735, School Law Book, 1997)