

## **PERSONNEL**

### **UNPAID LEAVES**

- A. Employees are expected to fulfill the terms of their contract or work agreement. This precludes excessive absences from work that are not covered by other leaves in this policy. Generally, unpaid leaves of absence that are not emergency in nature will be limited to no more than two (2) days per year.
- B. Requests for unpaid leave are made in writing to the superintendent. Up to two (2) days per employee per year may be approved by the superintendent.
- C. Requests in excess of two (2) days are discouraged and will not be approved without board action.
- D. Unpaid leaves before or after vacations, holidays, or at other critical periods may be denied.