

No. 439-AR

ADMINISTRATIVE
REGULATION

TURKEYFOOT VALLEY AREA
SCHOOL DISTRICT

LEAVES

Request for leaves not in accordance with law, Board policy or negotiated agreement shall not be approved without consideration by the Board of School Directors.

Such a request shall be submitted in writing and in enough detail that the administration and the Board may determine what is being requested. The reason(s) should be set forth in detail justifying the employee's request for such special consideration by the Board.

Such requests, in order to be considered in ample time for Board review, must be submitted at least ten (10) days prior to an official Board meeting.

No leave of absence with or without pay shall be granted unless the employee is involved in a serious situation. A serious situation is of a nature not within the control of the employee, such as a medical consultation for a relative required by a doctor during office hours. The Superintendent or his/her designee will consider such a case on an individual basis.

This regulation is not applicable to situations where other leaves pertain or to length or periods of leave to which the employee may be entitled.

Adopted: 5/20/2013