

LEAVE POLICY

FILE: GBJ

Purpose

To establish conditions under which an employee can be absent from their assigned duties.

Definitions

Leave - an absence from work recognized under the applicable collective bargaining agreement

Examples of leaves may include but may not be limited to: sick, military, jury/witness, vacation/holidays, family medical, child-bearing/rearing, personal, personal business days, sabbatical, and bereavement.

Policy Statement

Board employees are expected to be present for work as scheduled. Board employees who are absent from work are not entitled to be paid during such absence unless they are entitled to use leave as determined by their bargaining unit's contract with the Board. All leave requirements and procedures are included in the negotiated agreements.

Legal Reference			
Policy History	Adopted	Reviewed	Revised June 12, 2012, 1 st Reading July 10, 2012, 2 nd Reading June 13, 2017, 1 st Reading July 18, 2017, 2 nd Reading