

FAIRFIELD AREA SCHOOL DISTRICT
Guidelines

LEAVE WITHOUT PAY

3240

The District recognizes that there will be times when employees need to take leave without pay. The following will serve as guidelines in such circumstances.

1. Complete a Time Away from Work form signed by your immediate supervisor with their recommendation.
2. Attach a letter specifying the reason of the request and submit to the Superintendent at least four weeks in advance.
3. Request of up to 5 days will be reviewed and approved or denied by the Superintendent.
4. Request of 6 or more days will be reviewed by the Superintendent and submitted to the Board with a recommendation for approval or denial.
5. Administrative recommendations will be based upon items such as: disruption to the educational program, availability of a substitute and reason for the request.

Revised September 9, 2002