

FAIRFIELD AREA SCHOOL DISTRICT
Guidelines

ATTENDANCE

4340

Leave Without Pay

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. All requests must be made in writing to the Superintendent at least four weeks in advance.
2. Requests require prior Board approval.
3. Requests will be forwarded to the Personnel Committee for review before Board action is taken.
4. Administrative recommendations will accompany requests.
5. Administrative recommendations will be based upon items such as: disruption to the educational program, availability of a substitute and reason for the request.

Adopted December 4, 1995