

**DE SOTO AREA SCHOOL DISTRICT**

532.3

PROFESSIONAL STAFF LEAVES AND ABSENCES

Sick Leave

Sick leave shall be granted according to the terms of the collective bargaining agreement.

Any employee who is employed on a regular part-time basis shall be allowed sick leave on a proportionate basis.

Emergency Leave

Emergency leave shall be granted as provided for in the collective bargaining agreement. The emergency leave shall be requested through the building principal and reported to the District Administrator.

Extended Leaves of Absence

Extended leaves may be granted upon review and action of the Board of Education. Such leave shall be based on intent and evaluation.

Short-term leaves of absence may be granted by the Board on an individual request basis and will be granted only if a suitable substitute can be obtained.

Such leaves shall be without pay.

Reporting Absences

The District Administrator shall report any irregular absence to the Board.

Teachers shall report all sick days and emergency leave days to the building principal, who in turn reports to the central office. Absence without official notice will result in forfeit of salary.

APPROVED: April 14, 2008

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