

GENERAL INFORMATION

The immediate family of an employee is the spouse, child, grandchild, parent, sister, brother, grandparent, son-in-law, daughter-in-law, sister-in-law, brother-in-law, mother-in-law, father-in-law, a person who served as the guardian for the employee prior to the employee becoming an adult, a person for whom the employee is legally responsible, and others who reside in the same household with the employee.

All leaves will be requested through the immediate supervisor and approved by the superintendent or designee unless otherwise provided herein.

Leave is reported in half-day or full-day increments. Half-day leave is defined as an absence for up to four hours. Full day leave is defined as an absence over four hours. An absence of less than one hour contract time that does not require a substitute, upon the approval of the appropriate administrator, does not require leave.

Inappropriate use of any leave may be cause for disciplinary action including dismissal and/or denial of paid leave.