

ABSENCE WITHOUT PAY, LICENSED PERSONNEL

Absence without pay may be authorized by the Superintendent for purposes which he/she deems urgent and necessary. Employees wishing said absences shall make application for authorization to the Superintendent at least ten days in advance of the requested absence. If advance application is not possible, then application must be made no more than three days after the first day of absence. Length of service, previous record of absence other than for personal illness, and the purpose of the absence, shall be factors taken into consideration by the Superintendent in determining whether or not said absence without pay should be granted.

The duration of the leave period shall be coordinated with the scheduling of the educational program whenever possible to minimize the disruption to the student learning environment.

Veterans who want to take Veteran's Day off have to notify the employer 10 days prior to Veteran's Day (November 11) and provide proof of their Veteran status. Those licensed personnel that request Veteran's Day off, this will be unpaid leave.

LEGAL REFERENCE: Code of Iowa, Chapter 20, Sections 91B.1, 279.12, HF 2197

CROSS REFERENCE: Board Policies 404.000; 410.000; 410.070

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Maquoketa Valley Community School District
Delhi, Iowa 52223