

Personnel And Employee Relations

Administrative Procedure #313 Staff Leaves and Absences

1. Written applications, including the proposed dates and a substantial rationale for the request, for each instance should be received by the Superintendent with as much lead time as possible.
2. At the time of submission of the request, the employee must inform the Principal of the nature and dates of the request.
3. The Superintendent will gather such information as he/she deems necessary to consider in developing a decision regarding approval or denial of the requested leave of absence.
4. The Superintendent will notify the employee and the Principal in writing of the decision on each application and will do so in a timely manner.
5. The Superintendent's decision may be appealed to the Charter Society Board.