

SCHOOL DISTRICT OF BAYFIELD

LEAVES WITHOUT PAY

Leaves without pay for all staff in the School District of Bayfield may be granted for no more than five days per school year by the District Administrator only when the person making the request has used all existing allowable personal leave and vacation days provided for in the contract in effect at the time of the request, the request is of a nature deemed important and appropriate by the District Administrator, and a qualified substitute is available.

Leaves without pay for five days or less must be requested, in writing, and delivered to the District Administrator at least 48 hours prior to the day on which the leave is to be taken or less in case of emergency.

Any request beyond five days per school year must be made, in writing, to the District Administrator for consideration of approval or denial by the Board of Education at its regularly scheduled meeting. Such leave requests must be made 15 days prior to the regular Board meeting at which the leave is to be considered or less in case of emergency. The request must be fully set forth in writing.

The employee's gross salary will be docked for the time the employee is absent from his/her job, thereby reducing the employee's annual salary. For leaves of this nature, the deduction will be made on the next payroll or, if necessary, payroll(s) if one is not sufficient to complete the deduction, OR the deduction may be made over an additional two payrolls in equal amounts upon written request of the employee for reason of hardship, with the approval of the District Administrator.

The Board retains the right to grant or deny a sabbatical for leaves well beyond five days. A sabbatical must be of an educational nature beneficial for the staff member and the District. A sabbatical results in a leave without pay or benefits.

CROSS REF.: BEA Agreement
 BESSA Agreement
 FMLA

APPROVED: June 8, 1992
REVISED: October 12, 1992
REVISED: April 27, 2009