

## PERSONNEL

### OTHER ABSENCE

Unless there is specific contract language to the contrary and where it does not seriously disrupt operations or create a vacancy for which the district cannot secure an adequate replacement, an employee may take a maximum of ten (10) days per year for other absence at full salary deduction. These days shall be nonaccumulative. Ten (10) days is the maximum any employee may be away from his/her work station at full salary deduction and be employed by the school district unless there is specific contract language to the contrary in the negotiated agreement. The only exception to this policy is for unusual circumstances that would be approved on a one time basis and only by the authorization of the Superintendent. The employee must give written notice to the Superintendent or designee of his/her intention to take this leave at least three working days prior to the start of the leave.