

LEAVES AND ABSENCES

NOTIFICATION OF ABSENCE

An employee, upon ascertaining that he/she will be absent from his/her duties, should notify, or have some other person notify, his/her principal or immediate supervisor in time for a substitute to be employed. Except in extreme emergencies, the word "time" is interpreted to mean at least one (1) hour before the appointed working hour. Failure to do so will subject the employee to a charge of neglect of duty.

ABSENCES DURING THE SCHOOL DAY

An employee who desires a leave of absence from his/her duties for a part of a school day should direct his/her request to the principal/department head of the work site. If the request meets with the approval of the principal/department head, he/she shall then refer it to the Superintendent or in the absence of the Superintendent, to the supervisor in charge.

The Superintendent, at his/her discretion, may grant such leaves of absence with pay for a period not to exceed one-half (1/2) school day. Those one-half (1/2) days granted by the Superintendent will be included in the Executive Committee report to the Board.

Unauthorized Absence

Any employee who is absent from work and who has not received an authorized leave shall be considered on *unauthorized leave*. Any employee on unauthorized leave shall receive no pay for those days which constituted the unauthorized leave and may be subject to dismissal and/or other disciplinary actions.

Job Abandonment

If an employee is absent for ten (10) or more days without explanation or approved leave, the School Board may consider the job as abandoned and the employee terminated, unless the employee can provide acceptable and verifiable evidence of extenuating circumstances, as determined by the Superintendent.

EDUCATIONAL CONFERENCE

The principal/department head shall grant an employee a maximum of two (2) hours leave of absence with pay for verified, mandated, school-related, educational conference, or kindergarten registration for the employee's child.

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Ref: La. Rev. Stat. Ann. §§17:81, 17:1186, 17:1201, 17:1202, 17:1203, 17:1204, 17:1206, 17:1208, 17:1208.1; Gayle v. Porter, 239 So.2d 739; Board minutes, 12-13-77, 6-17-86, 5-1-90, 7-16-91, 7-16-96, 1-21-97, 2-15-00, 10-17-00, 11-20-12.