

## PROFESSIONAL STAFF LEAVES AND ABSENCES

All professional staff employees' leaves and absences shall be subject to school division policy and regulations. The superintendent shall provide for the interpretation and application of the school division's policies and regulations regarding leaves and absences. Any request for leave not covered by these policies shall be considered by the Superintendent or designee.

Part-time employees shall be eligible for leave benefits in direct proportion of their contract time of an equivalently employed full-time staff member except as stated in individual leave provisions.

Employees seeking leave must submit the leave request form for approval prior to any absences except sick leave. Employees will be required to complete and sign the Leave Request Form when returning to work after all absences and leaves. These forms will be processed by the school/work unit, finance department/payroll, and office of the Assistant Superintendent. Except as stated herein, every day's absence from the designated place of employment, or authorized alternate, that is not chargeable to properly approved leave, shall be charged as a day without pay.

Requests for Leave Without Pay and other exceptions to policies governing absences and leaves are to be thoroughly reviewed and granted only for situations which involve exceptional circumstances.

Employee requests for Leave Without Pay must be submitted on the appropriate Leave Request Form/with documentation to the Assistant Superintendent for approval. However, such consideration is subject to question regarding reason for the request.

### **Family and Medical Leave Act (FMLA)**

*The superintendent shall promulgate regulations, consistent with and in compliance with the Family and Medical leave Act of 1993 (FMLA). to provide for unpaid leave under the circumstances and to the employees covered under the Act.*

Adopted: December 12, 2000  
Revised: November 11, 2014

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Legal Refs.: Code of Virginia, 1950, as amended, 22.1-78

Regulations of the Virginia Board of Education, revised 1993, VR  
270-01-0044

Family and Medical Leave Act. Public Law 103-3, 1993

Cross Ref.: IC/ICA, School Year/School Calendar