

REQUEST FOR NON-PAID LEAVES OF ABSENCES

Each request for personal non-paid leaves of absence by employees will be considered based upon the following:

1. Applicable contract (negotiated agreement) language of the employee's bargaining unit.
2. The nature/reason for the request.
3. The time duration of the request.
4. The potential disruption/ interruption/effects to the responsibilities of the employee to the school district.
5. The potential effects resulting to others (employees, students, etc.)
6. Single event, non-repetitive request.
7. The approval of the employee's designated supervisor, the building level administrator, the Director of Personnel and the Superintendent of Schools.

If requested, the employee must provide a substitute capable of performing the employee's responsibilities subject to the approval of the building level administrator.

Requests for non-paid vacation leaves will not be approved.

LONDONDERRY SCHOOL BOARD

Adopted: October 20, 1992