
DOCUMENTATION FOR APPROVAL OF ABSENCES OR LEAVES

In order for any absences to be approved, the District may require documentation of the reason for absence or leave. In matters of personal employee sensitivity, the employee has the option of seeking the leave directly from the Superintendent and the matter will be handled orally and within the sole discretion of the Superintendent, with no written record of the reason given. Any discussion on matters of a sensitive nature will remain confidential unless disclosure is required by legal action.



<i>POLICY ADOPTED</i>	<i>December 13, 1976</i>
<i>RE-ADOPTED</i>	<i>January 13, 1986</i>
<i>RE-ADOPTED</i>	<i>February 12, 1996</i>
<i>RENUMBERED</i>	<i>May 12, 2003</i>