



POLICY:

REGULATION: **G CBD STAFF LEAVES AND ABSENCES**

EXHIBIT:

Request for Leave of Absence for Association Activities and Professional Activities:

All teaching personnel requesting leaves for Association activities must enter their absence using the SRB/Atrieve system. Such requests for leave will be routed to the appropriate personnel for review and approval.

1. All individual locations are responsible for entering all staff absences into the SRB/Atrieve system.
2. All School Principals are expected to be in their schools at all times unless authorization to be absent has been granted by the Superintendent.
3. School Principals shall first contact Superintendent or designate to discuss the reasons for not being on-site.
4. All approved absences shall be entered into the SRB/Atrieve system for routing and approvals.

APPROVED: November 10, 1987

REVISED: January 10, 2017

SOURCE:

OTHER REFERENCE: