

PERSONAL LEAVE

An Administrator may request a personal leave of absence, without pay, for the following reasons:

Study/Educational Growth

Professional Improvement

Professional Association Service

Personal Reasons

All personal leave requests must be submitted in writing outlining the reason(s) and any supporting information thereto, and the duration of the leave. The request shall be presented in sufficient time for consideration by the Superintendent, approval by the Superintendent, and presentation of the request to the Board of Trustees.

Reference: Education Code Sections 44962, 44963, 44964, 44965 44966, 44973

Policy adopted: February 6, 1978; July 6, 1999; September 11, 2001