

**SUPPORT STAFF LEAVES AND ABSENCES
(ABSENCE FOR IRREGULAR CIRCUMSTANCES)**

Class I -

Absence for irregular circumstances not specified on the preceding pages must be approved by the board of education or its designee. When the request is granted, such absence will result in a deduction of substitute pay for each day missed. Under rare conditions, absence without deduction may be approved. One example of a substitute pay deduction for irregular circumstances would be where the individual is stranded away from home due to inclement weather.