

	<b>Huron School District #2-2</b>	Code:
	Policies and Regulations	<b>GDBD-12 Class II, III, IV</b> Absence for Personal Reasons

## ABSENCE FOR PERSONAL REASONS

### Leave Without Pay for Class II, Class III, & Class IV

#### Class II – Professional and Instructional Staff

Employees may request leave without pay for leave situations not covered by existing policy. When the request is granted, a deduction of one (1) hours pay for each hour missed will be made. The employee must have used all of his/her short term leave days before half or full days of personal leave at pay deduct will be granted.

A maximum of 5 days or the employee's equivalent number of rostered hours of unpaid personal days will be allowed per school calendar year. The employee will be expected to resign their position if more than 5 days or the employee's equivalent number of rostered hours are used. Refusal to resign will result in termination being recommended to the school board.

#### Class II – Food Service, Transportation, and Buildings & Grounds

Employees may request leave without pay for leave situations not covered by existing policy. When the request is granted, a deduction of one (1) hours pay for each hour missed will be made. The employee must have used all of his/her short term leave days before half or full days of personal leave at pay deduct will be granted.

A maximum of 5 days or the employee's equivalent number of rostered hours of unpaid personal days will be allowed per school calendar year. The employee will be expected to resign their position if more than 5 days or the employee's equivalent number of rostered hours are used. Refusal to resign will result in termination being recommended to the school board.

The Directors of Food Service, Transportation, and Buildings & Grounds have the discretion to deviate from the rostered hours on a daily basis based on the fluctuating work loads in these departments. Employees will not be penalized if the Director sends them home early due to the lack of work. Directors exercising this discretion are responsible for tracking their employee's hours worked per week to insure the level of benefits being provided is not impacted.

#### Class III & IV

Employees may request leave without pay for leave situations not covered by existing policy. When the request is granted, a deduction of one (1) hours pay for each hour missed will be made.

#### Note

For leave without pay for immediate family illness, cross reference policy GDBD-2(N).