

PERSONNEL

GENERAL PERSONNEL – Leaves of Absence

The Regional Superintendent acknowledges that requests from staff for a leave of absence may be made for a variety of reasons. In granting a leave, the best interests of the ROE must be a prime consideration. An employee must have been employed for at least one calendar year from the date of hire in order to request a leave of absence (the Regional Superintendent reserves the right to review and approve leave of absence requests for employees who have been employed for less than a calendar year).

The Regional Superintendent may grant leaves of absence with or without pay. Such leaves shall be those as statutorily authorized (or as approved by the Regional Superintendent) and as may be stipulated in any personnel policy. An employee on an approved leave of absence does not earn any vacation, personal or sick leave benefits during the time he/she is on a leave of absence.

Examples of such leaves of absence may be for health circumstances, personal reasons, military leave, or situations where employees are granted a leave that would benefit the Regional Office of Education

Final approval for any leave of absence shall be granted by the Regional Superintendent for ROE #9.

Approved: 07/01/01
Revised: 07/08/02
03/07/06