

Certified Employee Absence without Pay

Occasionally an employee may find it necessary to be absent for reasons the board's adopted sick leave policy does not apply to. Employees will not be paid for days they do not work except those days noted in leave policies of both a personal or professional nature.

In making deductions for certified employees, the district will divide the annual contract by the number of days in the contract to determine a daily rate and will deduct the daily rate for each day missed.

In making deductions for classified employees, the district will determine a daily rate of pay and will deduct that amount for each day missed.

Policy History:

Adopted on: 03/25/08

Revised on: