

LEAVES AND ABSENCES

Employees of the Board of Education may be granted leaves of absence under the following conditions:

- A. **Military Leave**
Any regular employee who may enlist or be conscripted into the defense forces of the United States for service or training, shall be granted a military leave in accordance with federal law.
- B. **Professional Leave/Sabbatical**
The Board of Education, upon recommendation of the school administrator, may grant a leave of absence of not more than two (2) semesters for exchange teaching/sabbatical.
- C. **Sick Leave/Disability**
The Board may, in certain cases, request a physician's statement on the teacher's illness before sick leave credit will be given. Days granted will be governed by the Master Agreement.
- D. **Employee Absenteeism**
All employee absenteeism shall be reported to the building principal in each building during the school year. Custodial and kitchen staff absenteeism are reported via their supervisor. The building secretary and support staff supervisor are charged with recording the absenteeism. During the time school is not in session (summer months), the employee shall report his/her absenteeism to the superintendent's office as it occurs.

LEGAL REFERENCE: Wisconsin Stats. Sections 45.50 – 45.51, 120.13(7)
PL103-353 (USERRA)

CROSS REFERENCE: Master Agreement