

**WHITE RIVER SCHOOL DISTRICT #416
BOARD POLICY**

No. 5400

5000 PERSONNEL

Leaves

5400 – Unpaid Leave of Absence

Short term unpaid leave of absence (a period of up to five days) may be approved for absences required for personal reasons. Requests for more than five days of unpaid leave must be approved by the Board of Directors. The use of this request is intended to provide for those instances where an employee must attend to a matter which cannot be accommodated by existing leave and which cannot be scheduled during non-school time. This type of leave cannot be used to provide for recreation or vacation during the regularly scheduled school term. Application for short term leave for personal reasons must be made to the Human Resources Department at least ten days prior to the date requested, except in emergency cases.

Original Adoption: June 13, 2007