



EDUCATIONAL LEAVE

The Executive Director shall determine extended leaves of absence for educational reasons for any staff member.

ILLNESS/ PERSONAL LEAVE

Upon written request, the Executive Director will consider a short-term personal leave for illness not covered by FMLA or any other leave as required by law, or other personal matter. An employee will be required to exhaust Paid Time Off (Banked Time, if applicable) while on the leave. Employees on an approved leave of absence will be expected to report to work when the approved leave is concluded.