

**STAFF PERSONNEL**  
***Series 400***

Policy Title: ABSENCE WITHOUT PAY

Code: 403.5

Occasionally, a teacher may be granted leave for reasons other than the Board of Trustees' adopted leave policies. In making deductions for a day not covered by leave policies, 1/190 of the annual salary will be deducted for each day of absence.

During any leave of absence without pay, which is greater than fifteen (15) days, the employee will not receive fringe benefits. During the leave, the employee may pay the District's share of any insurance benefit program in order to maintain those benefits, provided that such is acceptable to the insurance carrier. Staff using emergency leave shall not earn any sick leave or annual leave credit or any other benefits during the approved leave of absence without pay.

Excessive absences beyond those complying with policy can lead to disciplining or termination of the employee.

Date of Adoption:  
Readopted: July 2009  
Revised: 01/22/13

Legal References:  
42 USC 2000(e)  
I.C. § 33-1216 *et seq.*  
I.C. § 33-1228

Related References: