

## **GCC – PROFESSIONAL LEAVE**

Requests for leave by professional staff will be handled individually by the Superintendent and may be allowed for reasons such as sick, personal, or bereavement time, childbearing, childrearing, and professional development.

The District requires professional staff to notify the Superintendent's Office of extended leave of four (4) or more consecutive days. This notification is to assist the school in anticipating staff coverage and the employee with their rights and options under the Family and Medical Leave Act and collective bargaining agreement if applicable.

A leave of absence for other reasons may be granted for full-time professional staff upon formal application and upon recommendation of the School Principal and Superintendent, and approval of the School Board. The School Board shall take action on a case-by-case basis.

This policy may be superseded by a collective bargaining agreement.

### Statutory/Regulatory/Policy/Handbook Cross References

Handbook (Referenced in Personnel Handbooks)

APPROVED: July 20, 2006, May 19, 2011

PREVIOUS POLICY: November 3, 1977 "Professional Leaves and Absences", March 25, 1983 "Sick Leave", February 19, 1987 "Leaves of Absence Without Pay"