

Adopted: 1974
Revised: --

Saint Paul Public Schools Procedure

410.01

410.01 STAFF/LEAVES OF ABSENCE

Personal Leaves and Absences

1. Request for Leave of Absence

A request for approval of a leave of absence (except sick leave) shall be made in writing to the director of personnel and staff relations and must bear the initialed approval of the principal. The request will be made far enough in advance so that the Director of Personnel and staff relations may approve or disapprove in writing prior to the absence. In case of emergency, when time does not permit a written request, the employees will telephone the personnel office for instructions.

An absence for part of a day where no substitute is required may be approved by the principal.

When it is necessary for a teacher to be absent from the building to accompany groups or classes as a part of the regular school program, the principal may authorize such absence; but when a substitute is called to take the work of the absent teacher, written notice shall be sent to the personnel office by the principal and proper information placed on the building payroll.

2. Reports of Absence

A teacher who is absent on account of personal illness, death in the family, or for any other reason will, upon return to duty, file with the principal or other designated officer upon forms provided a signed report of absence setting forth the reasons for the absence.

CROSS REFERENCES:

LEGAL REFERENCES: