

**PROFESSIONAL STAFF/ADMINISTRATORS-SUPPORT STAFF/NONUNION
LEAVES AND ABSENCES**

A leave of absence is a period of extended absence from duty by a staff member, for which written request has been made and the District has granted formal approval. To be eligible for leave, employees must follow all district regulations pertaining to the specific type of leave requested. Such leaves include:

- Medical/Sick Leave
- Funeral Leave
- Jury Duty Leave
- Military Leave
- Special Privilege Leave
- Professional Leave

The District procedures governing leaves and absences comply with Ohio and Federal laws, including the Family Medical Leave Act.

Failure to follow appropriate regulations may result in disciplinary action up to and including termination of employment.

This policy governs all nonunion support staff as well as union employees whose bargaining unit agreement does not specifically address this policy.

[Adoption date: May 2, 2002]