

The Board of Education may grant leave to certain officers and representatives of employee organizations, not to exceed a total of eight (8) days in the aggregate per school year, to attend to organizational business when circumstances are so circumscribed that the organizational matters must be attended during the normal working day.

In carrying out this regulation, the District shall not incur any costs contrary to codes regulating the expenditure of District funds.

The Organization shall be responsible for payment of substitutes for days of leave under this regulation.

The superintendent may approve requests for additional days leave over and above the eight (8) days authorized by this Article.

When on official organizational business, elected officers of the teachers association are eligible for leave under this Article. Such leave shall not exceed one day per calendar month, excluding September and June.

Qualified staff members requesting leave under this Article shall submit requests to their department head or principal with the approval of the employee organization on the District leave form. The leave form shall be forwarded to the District Office with the school principal's recommendation for action.

Requests for leave should be submitted at least two weeks in advance of the anticipated leave date. Consideration will be given to short notice occurrences.

Constraints

Leave may be denied if the staff member's absence will unduly jeopardize department or school functions.