



EDUCATIONAL LEAVE

The Executive Director shall determine extended leaves of absence for educational reasons for any staff member.

ILLNESS/ PERSONAL LEAVE

Upon written request, the Executive Director will consider a short-term personal leave for illness not covered by FMLA or any other leave as required by law, or other personal matter. An employee will be required to exhaust earned time banks (such as vacation, holiday and sick time) and substitute those earned days towards the entitlement. Employees on an approved leave of absence will be expected to report to work when the approved leave is concluded.