

***Absence without Pay***

Absences other than those provided for in existing contract or policy regulations will not be allowed with pay. A deduction of one full day's pay will be made for each such day of absence.

Any day of absence for a classified employee must be known to and approved by his/her immediate supervisor. Employees in the classified service who are absent without leave and without an explanation for a period of five working days shall be deemed to have resigned their position.

A request for absence without pay for a reason which has some social, moral or economic basis and which does not qualify under existing personal leave policies will be given careful consideration. A request for absence without pay for a reason which is primarily personal pleasure, recreation, or vacation will not normally be granted.

A request for absence without pay at a time when children are not required to attend school (i.e. Christmas recess, Easter recess, and summer vacation) will generally be more favorably received if the work schedule is such that no hardship will result because of the absence.

It is important to note that mere willingness to lose pay does not permit one to be absent arbitrarily.