

EMPLOYEE LEAVES AND ABSENCES

The East Baton Rouge Parish School Board may grant leaves of absence to teachers and other employees upon application for leave, subject to such rules and regulations that may be established for the various types of leave.

All leaves requiring prior approval must be requested in writing on the appropriate leave request form. The application for leave must be submitted to the Superintendent or designee well in advance of the anticipated beginning date of leave, whenever possible.

Leave shall be granted in accordance with state law and pertinent regulations and/or policies. Any employee on leave, who does not comply fully with the stated intentions and administrative regulations of said leave, may be subject to disciplinary action.

If an employee is absent from duty under circumstances in which he/she is not entitled to any kind of leave, such employee may be considered to be in neglect of duty, may not be entitled to be paid for the days of unauthorized absence and non-performance of duties, and/or may be subject to disciplinary action.

Under no circumstances shall leave be granted for the purpose of seeking or accepting other employment unless approved by the Superintendent.

ABSENCES

No teacher or other employee shall leave the school campus without having first obtained permission to do so from the principal or designee. Teachers shall be required to sign out, stating the reason for leaving school. Upon returning, the teacher shall sign back in and note the time of his/her return. An employee's immediate supervisor may authorize an absence during the business day. The Superintendent or designee must grant permission for a period of one day or more.

REPORTING ABSENCES

All absences of one (1) hour or more shall be reported by those employees who are non-exempt as defined by the FLSA to the immediate supervisor and shall be recorded and counted toward an employee's leave time. However, the immediate supervisor shall be allowed to record and count less than one (1) hour at his/her discretion.

SCHOOL AND DAY CARE CONFERENCE AND ACTIVITIES LEAVE

The School Board may grant any employee of the school system leave from work of to attend, observe, or participate in conferences or classroom activities related to the employee's dependent children for whom he/she is the legal guardian that are conducted at the child's school or day care center, if the conferences or classroom activities cannot

reasonably be scheduled during the nonwork hours of the employee. An employee who wishes to request such leave shall provide a reasonable notice to the employer prior to the leave and make a reasonable effort to schedule the leave so as not to unduly disrupt the operations of the employer.

Ref: La. Rev. Stat. Ann. ' ' 17:81, 17:1186, 17:1201 et. seq, 23:1015.2.