

Policy Subject LEAVE OF ABSENCE--WITHOUT PAY	Location Code 404.32	Adoption Date 4/18/94
	Rescinds/Amends	Adopted

The Norfolk Public Schools Board of Education, recognizing the need for staff members to take leave from their duties at school for various situations, establishes a program in which staff members can request a leave of absence without pay for a specific period of time. Approval of such leave shall be governed by the instructional needs of the students as determined by the building principal and superintendent of schools. Request for leave without pay must receive the written approval of the building principal and superintendent of schools before being granted. Staff members shall submit their requests for leave on appropriate forms supplied by the school district no later than March 1 of the effective school year, and follow specific rules and regulations as established by the administration to support this policy.