

<b>POLAND REGIONAL HIGH SCHOOL COMMITTEE</b>	<b>CODE: GCC</b> Page: 1
<b>SUBJECT: LEAVES OF ABSENCE PROFESSIONAL STAFF</b>	
<b>DATE OF ORIGINAL POLICY:</b> September 88 <b>DATE OF NEXT REVIEW:</b> August 2007 <b>CANCELS POLICY CODE:</b> <b>REVISION DATE:</b> August 2004	
<b>JURISDICTION:</b> Poland Regional High School	

**General:**

The Poland Regional High School Committee recognizes the need at certain times for staff members to have unpaid leaves of absences. Some of them are for relatively short terms (six (6) weeks or less) and are handled individually as requested. Others will be for longer time periods. This policy is established to address the latter.

**Requests:**

1. All requests will be in writing to the Superintendent.
2. If requesting a full school year, the requests must be made prior to May 1<sup>st</sup> of the preceding year.
3. Other requests must be made at least one month prior to the requested leave.

**Return:**

It is anticipated that staff on LOA will be returning at the time stated in the request. However, to allow plenty of time for planning for replacements, it is required that the individual notify the Superintendent in writing of their intent to return as follows:

1. Full year – by February 1<sup>st</sup> of the school year prior to return.
2. Six (6) weeks up to a full school year – thirty (30) days prior to returning.

**Decision:**

The Poland Regional High School Committee reserves the right to accept or reject all **long-term** requests for unpaid leave of absences.

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**SIGNATURE BLOCK:**

Poland Regional High School Committee:

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Ike Levine

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Peter Bolduc

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DATE

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Jack Conway

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Norman Davis

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Laurie Levine

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David Griffiths

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Karen Whalen

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