

**ALTERNATIVE LEAVE PROGRAM**

The Southwest Technology Center Board of Education recognizes that district employees may occasionally need to be absent from work for various reasons not covered by the Personnel Leave Program. Therefore, the board will provide for additional leave in an alternative leave program. The board has approved the following leave categories to be included in this program:

- Leave of Absence
- Bereavement and Hospitalization Leave
- Professional Leave

It is important for district employees to understand that the continuity of education services is best served when the regularly assigned employee is at work. Therefore, employees should use the leaves provided in a prudent and judicious manner. The abuse of leave by employees will not be tolerated and any employee abusing leave policies will be subject to disciplinary action up to and including termination of employment.

If a district employee believes there is a need to be absent from work for any reason not covered in the approved leave policies, the employee may request, in writing, unpaid leave for that purpose from the immediate supervisor.

If unpaid leave is granted by the immediate supervisor, an amount equal to one day's pay will be deducted from the employee's salary for each day of such approved absence.

If an employee is absent without securing approval for an unpaid absence, the employee shall be denied the salary for such absence and will be considered to be engaging in willful neglect of duty and, therefore, subject to disciplinary action up to and including termination of employment.

**CROSS-REFERENCE: Policy DEC, Personnel Leave Program**