

EMPLOYEE LEAVES AND ABSENCES

The Evangeline Parish School Board shall not sanction any leaves other than those allowed by state or federal law. The 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 must be requested in writing on the *Request for Leave* form for that purpose. Application for leave must be submitted to the Superintendent or designee a minimum of thirty (30) days in advance of the anticipated beginning date of leave, whenever possible.

All leaves granted shall be conducted in accordance with state law and pertinent regulations. 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 shall be considered to be in violation of his/her contract, is not entitled to be paid for the days of unauthorized absence and non-performance of duties, and may be subject to disciplinary action.

Under no circumstances shall any type leave be granted for purposes of seeking or accepting employment.

SCHOOL AND DAY CARE CONFERENCE AND ACTIVITIES LEAVE

The School Board may grant any employee of the school system leave from work of up to a total of Sixteen (16) hours during any twelve (12) month period 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 non-work 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.

The Board is not required to pay an employee for any time taken as leave for conferences and school activities. However, an employee shall be permitted to substitute any accrued vacation time or other appropriate paid leave for any leave taken as provided here.

Ref: La. Rev. Stat. Ann. M17:81, 17:500, 17:500.1, 17:1171, 17:1186, 17:1201, 17:1202, 17:1203, 17:1208, 17:1208.1, 17:1210, 17:1211, 17:1215.