

## **PROFESSIONAL STAFF LEAVES AND ABSENCES**

The board believes that the provisions of leaves helps to attract and retain faculty who will continue to grow professionally, maintain their physical health, and have a feeling of security. This is done by:

1. providing the professional staff employee with an opportunity for continued professional growth;
2. encouraging the employee to take the necessary time to recuperate from illness;
3. providing the professional staff employee with income in the event of illness or accident;
4. providing a way for the professional staff employee to arrange for absence in the event of an emergency; and
5. cooperating with the professional staff employee in arranging time for the performance of certain obligations or for the other personal purposes that can be accomplished only during school time.

Leave requests will be made to the superintendent or designee. All requests for long term leaves of absence will be handled according to TCEA agreement.

LEGAL REF: SDCL 13-10-10

ADOPTED: April 18, 1983  
REVISED: March 14, 1994  
REVIEWED: August 24, 2015