

11.9 PAID VERSUS UNPAID LEAVE

All paid time off must be approved in according to policy 11.8 Paid Leave Days. Exempt employees are granted a set number of paid leave days per year, as outlined in individual salary agreements.

Professional teaching staff is paid annually for teaching a set number of days. When a teacher has exceeded the number of paid leave days authorized and the teacher is absent, the teacher's summer salary will be reduced by his or her corresponding daily rate equal to time missed from required work time.

For non-teaching exempt employees, missed work days exceeding the authorized paid leave days will be subtracted from the paycheck following the absences.

Approved: 08/15/2015