

## UNAUTHORIZED LEAVE

Unauthorized leave is defined as non-performance of those duties and responsibilities assigned by the District and its representatives including all duties and responsibilities as defined by statute, rules and regulations of the Department of Public Instruction, policies of the Board of Education, and administrative regulations of the District. Such unauthorized leave may include, but is not limited to; collective refusals to provide service; unauthorized use of sick leave; unauthorized use of other leave benefits; non-attendance at required meetings and failure to perform supervisory functions at school sponsored activities.

An employee is deemed to be on unauthorized leave at such time and on such occasions as the employee may absent themselves from required duties.

Unauthorized leave shall constitute a breach of contract and, therefore, may result in the initiation of dismissal procedures, loss of salary or such disciplinary action as may be deemed appropriate.

Beginning on the first day of unauthorized leave, no remuneration shall be granted for any employee who has not faithfully performed all duties prescribed. An employee shall receive only the amount of their established annual salary equal to the number of required days they have actually worked or received authorized leave.

Legal Ref: 103.10 WSS  
Cross Ref: Employee Handbook  
Adopted: 12/18/78  
Revised: 04/08/96  
03/12/07  
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