

# Salinas Union High School District

Management Personnel

Policy # 4361.24/4461.24

---

## **ADMINISTRATIVELY APPROVED SHORT-TERM LEAVES**

Leaves of absence with or without pay may be granted by the Superintendent or his/her designated representative for a period of not more than one calendar month provided such leave does not seriously inconvenience the District:

1. Up to three (3) working days at full pay may be granted when the purpose of the leave is for the benefit of the District
2. Up to thirty (30) working days of non-paid leave when the purpose of the leave is for the benefit of the employee

Legal Reference:

EDUCATION CODE

44963 Power to grant leaves of absence (certificated)

45190 Leaves of absence and vacations (classified)

Policy adopted: 11/24/81

Renumbered from 4351.71/4451.71: 2/3/92

Reviewed and retained: 10/26/04