



SECTION: EMPLOYEES

POLICY: 328

**TITLE: EMPLOYEE ABSENCE
WITHOUT PAY**

ORIGINAL: April 28, 2003

CURRENT REVISION: April 4, 2022

**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

- A. The Wissahickon School District prohibits absences by employees without pay in non-emergency situations. The district believes that all employees belong on the job in support of the common objective of providing the finest educational opportunities to the students of the Wissahickon public schools. Employee absences, even if without pay, are detrimental to the progress of the district's mission of educating its students.
- B. Employees, in accordance with the respective administrative compensation plans, individual employment agreements, and/or collective bargaining agreements, currently have paid leave options, which may include vacation days, sick leave, days for absence due to a death in the immediate family, special needs days and personal days. Various other options for unpaid leave exist under federal and state law. Accordingly, the various forms of employee leave cover most absences from work.

II. DEFINITIONS

None.

III. POLICY

The Board reserves the right to specify further the conditions under which absences without pay may be taken and to require proof regarding any absence without pay.

IV. DELEGATION OF AUTHORITY

The Superintendent or his/her designee shall develop administrative guidelines regulating employee absence without pay and ensuring the district's compliance with applicable law.

V. REFERENCES

None.