HUMAN RESOURCES

Temporary Leave

I. Temporary leave with pay not to exceed three (3) days per year may be considered by the Division Superintendent (Superintendent) to employees who are elected as local delegates to serve on a board of directors or as chairpersons of standing committees, or to attend official meetings of their local professional organizations state and/or national affiliate. In exceptional circumstances, additional temporary leave may be considered by the Superintendent to attend meetings of such state and national affiliates when in the judgment of the Superintendent such meetings are in the best interest of the School Division. Employees requesting temporary leave must be in good standing without any performance or attendance issues.

II. Provisions for military leave with pay are addressed in Regulation 542-7, “Military Leave.”

III. The Superintendent may grant a temporary leave of absence to any employee in unusual situations.

The Associate Superintendent for Human Resources (or designee) is responsible for monitoring and implementation of this regulation.

This regulation and any related policy shall be reviewed at least every five years and revised as needed.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS