

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

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Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.1 GENERAL PERSONNEL PRACTICES

4.112 WITHDRAWAL OF SERVICES

SECTION 4.112.2 Leaves of Absence

Except as modified herein, all leave policies of the District remain in full force and effect.

- A. **Personal Reasons:** No employee shall be granted a leave of absence for personal reasons during a strike, slow down, or concerted work activity.
- B. **Personal Necessity:** Personal necessity leaves are authorized only when taken due to:
1. Death or serious illness of a member of such employee's immediate family; or
 2. Accident, involving such employee's person or property, or the person or property of a member of such employee's immediate family.
 3. Employees who take personal necessity leave for one of the reasons set forth above may be required to file with the Board satisfactory evidence of entitlement to such leave.
- C. **Sick Leave:** In order to be granted sick leave for absences claimed to be due to illness or injury (other than pursuant to an industrial accident or illness leave) an employee must file with the associate superintendent, Personnel Support Services, a Verification of Illness/Injury and Return to Work Clearance (Form No. B-72).

Said verification must be filed immediately upon return to work. In the event an employee fails or refuses to furnish said verification, said absences shall be treated as and be deemed to be absences without leave.

Absences Without Leave; Walk-out; Slowdown; Work Stoppage:

Disciplinary Report: The Superintendent, or such person or persons as he may designate, shall prepare for submission to the Board of Education a disciplinary report, setting forth the name and relevant information concerning each employee who is believed to have:

1. Been Absent Without Leave on any work day or portion thereof;
2. Engaged in a walk-out, slowdown, work stoppage, or similar strike-related activity;
3. Engaged in acts of vandalism directed against real or personal property of the School District or the personal property of others located on school property.
4. Encouraged, coerced, or by any other means, attempted to persuade one or more pupils of the District not to attend school; or
5. Acted or failed to act in a manner which the District Superintendent believes warrants disciplinary action by the Board.

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Procedures with respect to said disciplinary report shall be as follows:

1. Notice shall be given to the employee pursuant to Education Code Section 44031, and he or she shall be given an opportunity to review the disciplinary report and comment thereon.
2. In the event such employee desires to enter and have attached to the disciplinary report his or her own comments, such employee shall do so within five (5) working days of receipt of notice, or he or she shall be deemed to have waived such right.
3. Said disciplinary report, together with any written comments filed by the employee, shall then be placed in the employee's personnel file.
4. Immediately after said disciplinary report is placed in the employee's personnel file, said disciplinary report shall be submitted to the Board, together with any written comments filed by the employee, for consideration and determination on whether the Board will commence disciplinary action, including, but not limited to, immediate suspension and adoption of a resolution of intention to dismiss the employee.