

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Assoc. Superintendent, PSS

Issue No: 2

Date: 7/29/91

Page: 1 of 1

Reference:

ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES

4.2 CERTIFICATED PERSONNEL

**4.229 LEAVES OF ABSENCE –
CERTIFICATED**

SECTION 4.229.1 Leave of Absence – Procedures

Certificated Leave of Absence Request (Form P-2) is to be completed and submitted to the Personnel Support Services/Payroll Department as soon as possible when requesting a leave. This will allow ample time for a leave request to be processed.

Implementation

1. Employee
 - a. Completes Form P-2 and submits to Personnel Support Services (Form P-2 available from the school secretary or Personnel Support Services).
2. Personnel Support Services/Payroll
 - a. Receives Form P-2; places on Board agenda for ratification.
 - b. Sends yellow copy of P-2 to employee showing Board action.