

**EMPLOYEE LEAVES AND ABSENCES**

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The Superintendent of Schools shall receive and act upon all requests for leaves and shall review and, when necessary, act upon all absences for all employees of the Bangor School Department except for the following which shall be referred to the School Committee with the Superintendent's recommendations: (1) requests for sabbatical leave and (2) all requests for leaves (other than maternity) which would be in excess of six months in duration.

The Superintendent shall be guided by applicable Laws, Labor Agreements and the adopted Policies of the Committee. It is the Committee's intent that unpaid leaves should be granted only for unusual or extreme situations, that leaves not be used to extend vacations or holidays, and that the continuity of instructional services be maintained whenever practicable.

Appeals from the decisions of the Superintendent may be made consistent with the provisions of the Labor Agreements or adopted Policies of the Committee. Absent alternative provisions, appeals may be submitted to the Superintendent for inclusion on the agenda for the next Regular meeting of the Committee.

ADOPTED: January 3, 1983  
REVIEWED: October 09, 2019

