



RED CLAY CONSOLIDATED SCHOOL DISTRICT  
**ADMINISTRATIVE MEMORANDUM**

PERSONAL ABSENCES **AND UNPAID LEAVE** | 4007.4

An employee may be absent without loss of pay no more than three days per fiscal year for personal reasons. Such absences must have prior approval by the Superintendent or the Superintendent's designee and shall be charged to the sick leave allocation of the employee.

In the best interest of maintaining a stable educational program, a limited number of approvals will be granted for the use of personal day absences on any single workday but especially the day preceding and/or following a holiday or vacation period. Anyone who does not have prior approval and is absent will have a deduction for the day.

As stated in Title 14 of the Delaware Code:

*"Each employing Board shall keep an accurate record of the absences from duty and reasons therefore of all employees for whatsoever reason, and may require a statement from the employee when absent because of illness to the effect that he or she was unable to perform his or her duties during the period of absence. The Board may request a physician's certificate if in its judgment this is necessary."*

For unexcused absences, salary deductions shall be made in accordance with State law.

**Board Policy 4007 authorizes the Superintendent to grant requests for unpaid leave under extraordinary circumstances. Such leaves longer than ten days require Board approval.**

**Extraordinary circumstances do not ordinarily include the following activities: honeymoon, vacation, family reunion or children's competitions. Employees should not make financial arrangements for requested leave prior to receiving approval. The approval process will take into consideration impact on student instruction and coverage requirements.**

Questions about the information contained in this administrative memorandum should be directed to the Director of Human Resources

**DRAFT REVISION 1.6.2020 C SMITH**

Authorizing Code 14 Del.C., § 1319, RCCSD Board of Education Policy  
4007  
Office Responsible CFO  
Attachments N/A

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Revised N/A