**TYPES OF LEAVE ALLOWED AND NOTIFICATION OF ABSENCE 6.70**

1. Except as otherwise authorized under Board policy, employees may be absent from work only in the following circumstances:
	* 1. Illness, injury or other qualifying reason for sick leave or on-the-job injury leave under state law or the Family Medical Leave Act;
		2. Personal leave;
		3. Vacation leave;
		4. Professional leave;
		5. Military leave;
		6. Legal leave;
		7. Annual leave (unpaid);
		8. Other unpaid leave that is specifically approved by the Superintendent upon a showing of substantial hardship or extraordinary circumstances. Requests must be submitted to the Superintendent in writing clearly stating the reason for the request. Additional supporting documentation may be required. Should unpaid leave be granted, the employee may not be engaged in any other employment opportunity.
2. The principal or designee shall notify and submit the appropriate leave form to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence.

1. A Tuscaloosa County School System employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.
2. Any Tuscaloosa County School System employee who is willfully absent from duty without leave may be subject to dismissal from employment and shall forfeit compensation for the time of the absence.

REFERENCE(S): CODE OF ALABAMA

 [16-1-18.1](file:///D%3A%5CSection%2016-1-18.1%20sick%20leave%2C%20oji.doc), [16-1-30](file:///D%3A%5CSection%2016-1-30%20bd%20policies.doc)

HISTORY: ADOPTED: APRIL 8, 2013

 REVISED: JULY 11, 2016

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