

**STAFF AND PERSONNEL
SERIES 400**

404.6

TITLE: TEACHER ABSENCE WITHOUT PAY

If a teacher finds it necessary to be absent for reasons not covered in the professional, sick or personal leave provisions or has exhausted all available leave days, they should request permission from their principal as early as possible.

Each day's absence of this nature will result in the forfeiture of the equivalent proportional ration of the individual's contract salary and/or work day-(i.e. $1/190^{\text{th}}$ for a 190 day contract length, $1/185^{\text{th}}$ for a 185 day contract or $1/210$ for a 210 day contract length).

Revised: November 14, 2011