

**MANDATORY LEAVE OF ABSENCE
ABANDONMENT OF POSITION**

When an absent employee has used all available sick leave, the Superintendent is authorized to place the employee on a leave of absence of up to two weeks without pay. This period of time is to be used by the employee to return to work, resign, retire or make a formal request for a leave of absence.

If the employee does not select one of the above options, the Superintendent will make a recommendation to the Board for further action.