

BOARD POLICY

Subject Category: Board & General
Administrative Matters

OFFICERS, LEAVE BY BOARD OFFICERS

Board-appointed officers shall provide written notice to the Board President and Vice President and other Board Officers of all leaves and absences. Such notice shall preferably be submitted two weeks in advance of any leave and, with the exception of emergency or extenuating circumstances, no less than one week in advance of any leave.

In emergency or extenuating circumstances, notice shall be given to a District employee who shall promptly notify the Board President, Vice President, and Officers. Notices shall include the individual who is authorized to act in the officer's behalf during said leave/absence.

However, the Board of Directors retains the authority to appoint an acting officer, upon consideration of the absent officer's recommendation, where the appointment of an acting officer will be in effect for more than three weeks or were the best interests of the District dictate the Board's selection of the acting officer.

Leave shall include vacations, trips out of town, or illness of one full work day or more.