



PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

701 Stafford Drive Princeton, WV 24740

POLICY: Leave of absence—Faculty

Effective Date: August 2018

TITLE: Leave of Absence—Faculty

RATIONALE: To ensure that a “Leave of Absence” is consistent with accrediting and/or governing bodies

POLICY:

Notification of an absence, prior to a faculty member’s scheduled start time is required. If for any reason, an employee is unable to report to work as scheduled, the employee should notify the Education Director at the earliest possible time with the reason and the expected duration of the absence. Failure of notification can result in discipline, including termination. Absence from work for two consecutive days without explanation or authorization may be deemed an automatic resignation. Leave forms should be turned in prior to or immediately after time off.

MILITARY LEAVE

Members of the U.S. Military Service will be granted time off (unpaid) for the performance of their service duties, including initial training, active duty, inactive duty training and full-time National Guard duty.

Failure to report back to work immediately after reserve duty or your military discharge will be regarded as a voluntary resignation.

Education Director is responsible for finding a suitable replacement for the duration of the assigned instructor’s absence.

RESPONSIBLE PERSONNEL:

Education Director, Instructional faculty