

## Personnel -- Certified

### Short-Term Leaves

#### Administrative Absences

Administrators are granted various leaves and absences as listed in the Administrators' Contract (East Hampton School Administrators' Association).

It is important that accurate records be kept of absences and leaves.

Following is the procedure for requests by administrators for certain absences:

1. **Personal Leave:** The appropriate form must be used to request personal leave. Specific reasons are determined by the Administrators' Contract.
2. **Conferences, Workshops or Visitations:** A request to attend a conference or workshop, or make a visitation must be made on the appropriate form. Specifics and approval are determined by the Administrators' Contract.
3. **Sick Time:** The administrator is to call the Superintendent's office to report his/her need for sick leave.
4. **Absences from Building:** Whenever an administrator finds it necessary to be absent from his/her building, the Superintendent's office is to be notified, stating the reason and the amount of time needed. Upon returning to the building, the administrator is to notify the Superintendent's office.

Legal Reference: Connecticut General Statutes

10-156 Sick leave

10-156c Military leave

Regulation approved: June 26, 2006

EAST HAMPTON PUBLIC SCHOOLS  
East Hampton, Connecticut