



Professional Staff Leaves and Absences

Professional teaching and school administrative staff must obtain authorization for any absence from work.

Under normal circumstances it is expected that teachers will make a written request to the Superintendent/CEO for absence on a pre-determined day(s) at least two weeks in advance of the day(s) involved.

In the case of emergency, where the Superintendent/CEO or the school principal cannot be reached for authorization, the teacher shall provide a letter of explanation to the Superintendent/CEO within five (5) days of returning to work. The Superintendent/CEO shall review the letter of explanation and shall take whatever action is deemed necessary.

The Park West School Division reserves the right to request certification by a doctor for any absence reported as illness.