

TITLE: Leave of Absence	NUMBER: B-7
APPROVED: June 13, 2017	PAGE 1 of 1

LEAVE OF ABSENCE

POLICY/PROCEDURE:

Leaves of absence without pay may be granted for up to four working weeks at the discretion of the Rector. The employee requesting leave of absence must:

- 1) Submit a written request outlining the reasons for the leave.
- 2) Recommend a satisfactory substitute to fulfill his/her obligations during the absence, if requested by the Rector.

The Rector may discuss the employee's request with the Vestry, but the final approval or disapproval is up to the Rector. The substitute receives an equal or lesser stipend than the employee