

Silver Falls School District 4J

Code: **GDBDF**
Adopted: 5/9/89-E
Readopted: 9/8/97; 7/12/99

Classified Staff: Leaves of Absence - Leaves During Working Hours

Employees may leave during the normal workday, outside of the student contact day, if they present a written request and determine with their supervisor that the absence will not disrupt the performance of job responsibilities. Such requests will be granted at the discretion of the supervisor.

END OF POLICY

Legal Reference(s):

[ORS 332.507](#)