Browning Public Schools
Board Agenda Request
Meeting to Be Held: 8/26/20

Recognition: ☐ Students ☐ Staff ☐ Parents

Information: ☐ Building Report ☐ Old Business ☐ Superintendent's Report

Action: ☐ Resignation ☐ Hiring ☐ Contract Service Agreements

☐ Travel Out-of-State ☐ Travel In State ☒ Approvals

☐ Termination ☐ Legal Matters ☐ Other:

This action request pertains to ☐ Elementary (only) ☒ High School/District Wide

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Date: 8/26/2021

To **Browning School Board of Trustees**

From: Corrina Guardipee-Hall ED.S.
Title: Superintendent

Subject: Clarification of leave

Description: Clarification of leave: If an employee and is not available to work and it is NOT COVID related, we are requesting that they use the appropriate leave as per BPS Employee Handbook and the labor agreements.

An example is an employee has a medical appointment and is not available for 4 hours to either work from home or to report to work, they take 4 hours of sick leave; if an employee is doing personal business they take personal leave during that time. If an employee travels (not following stay at home order) they need to take the appropriate leave annual, personal or sick. If an employee knowingly travels to a hotspot area or out of state, they will take their own leave. When they are 1) required to come in – per hybrid schedule and/or 2) classified – their position does not allow for working virtual.

Attachment(s): None

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

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Board Action: ☐ N/A (Info) ☐ Approved ☐ Denied ☐ Tabled to: _____