

Teton School District No. 401

ADMINISTRATION

6150

Superintendent Planned Leave

The Superintendent shall be granted planned leave time as provided in their contract addendum in accordance with state and federal law, and as described in District policy 5450.

When the Superintendent takes planned leave, they shall inform the Board Chair and Clerk in writing of such leave at least 5 days prior to the leave. All planned leave shall be recorded and approved in the District HR database system.

The Superintendent shall designate a District employee to handle the Superintendent's job duties in their absence. This designee shall be chosen and informed of their duties to ensure they can carry out these responsibilities.

The Clerk shall notify the remainder of the Board of the Superintendent's leave including person selected to as the superintendent designee.

Cross Reference: 5450

Vacation Leave

Policy History:

Adopted on: October 9, 2023