

AUTAUGA COUNTY BOARD OF EDUCATION LEAVE OF ABSENCE PROCEDURES

- 1. You are required to fill out a Leave of Absence Request Record if you are absent for 10 consecutive days. Please attach documentation for leave.**
- 2. Leave of Absence Request Record must be completed and signed by you. The signature of your Principal/Supervisor is also required.**
- 3. Please submit Leave of Absence Request Record 30 days prior to the absence, unless you have an unforeseeable emergency.**
- 4. Once the Leave of Absence Record has been completed you will need to schedule an appointment with Joy Albrecht, Payroll Coordinator.**
- 5. If initial request requires an extension, you would need to provide updated documentation from your Physician, etc..., within (5) days of the initial request.**
- 6. If you are on an approved leave of absence and go into unpaid status you will be required to submit payment for all of your deductions. (I.E, disability, life, cancer, AEA, medical insurance, etc..)**