

**PERSONNEL SERVICES**

**Policy 4560**

**Compensation**

**Absence without Pay-Certificated Employees**

The method of determining the amount to be deducted from the teacher's salary for absences for which payment is not authorized, shall be decided on the basis of the number of days of absence divided by the number of days the teacher is required to be on duty, as specified by his/her contract.

If a teacher leaves the district before serving out a contract, pay due the teacher shall be determined on the basis of the percentage of the total contract period served.

Ref: Southwest R-5 School District Board of Education Policy Manual, 1983