



DEPARTMENT OF DEFENSE  
DEPENDENTS SCHOOLS  
OFFICE OF THE DEPUTY DIRECTOR, EUROPE  
CMR 443  
APO AE 09096

17 JAN 2007

MEMORANDUM FOR SUPERINTENDENTS, DoDDS-EUROPE  
PRINCIPALS, DoDDS-EUROPE

SUBJECT: Leave Administration for Teachers

This is to reiterate my position on the administration of leave for our teachers. I expect these matters to be handled at the lowest possible level following the provisions of our agency policy, DS Regulation 5630.4, and the negotiated agreements with our two unions. Some issues, such as use of leave during the first and last two weeks of school, are clearly addressed in both the policy and negotiated agreements. Other issues, such as the use of leave on in-service days and school days before holiday/recess periods, must be handled on a case-by-case basis relying on advice and guidance from our Personnel Division staff.

As I am sure you are aware, these issues are a concern for our teachers and their unions. Likewise, I am confident that you will execute your responsibilities with regard to leave administration by making leave approval decisions that take into account the impact of the absence on the educational program and the ability to meet staff requirements during the period of requested absence. The approval or disapproval of a request for leave is at management's discretion, and when a leave request is disapproved you should provide the employee with the reason for such action. Obviously, the employee may grieve through the negotiated grievance procedure any disapproval of a leave request or cancellation by management of a previously approved leave request.

If you have any questions, please contact the Labor and Employee Relations Section of the Personnel Division at DSN 338-7462 or (49)611-380-7462.

DIANA J. OHMAN  
Deputy Director, Europe

cc:  
Personnel Division, DoDDS-Europe