Policy Title: **Leave to Run for Public Office** Policy Code No. 310

The Board shall grant an administrator a leave of absence to campaign as a candidate for any elective public office. Upon written request to the superintendent of schools, leaves may be granted in the form of accrued vacation or leave without pay. Written requests must be received at least 30 days prior to the starting date of the requested leave. A Superintendent requesting leave shall submit the leave request in the same manner to the Board. The administrator will be entitled to one period of leave to run for the elective public office, and the leave may commence anytime within 30 days of a contested primary, special, or general election and continue until the day following the election. The administrator may choose to use leave without pay or accrued vacation.

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| Legal Ref.: | Iowa Code § 55 (2013). |
| Cross Ref.: |  |