

ABSENCE FROM DUTY
GUIDELINES

The following guidelines will apply when employees are absent from duty:

1. An employee who wishes to use personal leave for discretionary reasons must submit a request to his or her immediate supervisor ___5___ days before the anticipated absence.
2. For nondiscretionary absences, an employee must notify the principal or immediate supervisor by ___7:00___ a.m. on the day of absence so arrangements can be made for a substitute.
3. In accordance with DEC (LOCAL), an employee absent ___5___ consecutive days for personal illness or for illness in the immediate family must submit appropriate medical documentation to the principal or immediate supervisor.
4. Human Resources Leave of Absence Secretary will designate an employee's absence as family and medical leave as soon as possible after determining that the absence qualifies as family and medical leave. [See DEC (LOCAL)]

RECORDS OF LEAVE

Available leave benefits will be reported to each employee by the payroll office at the beginning of each school year.

A record of leaves and absences will be kept in the Human Resources Department.