

### Reporting Absences

1. It is desirable that the proper person be notified on the day before or the evening before absence.
2. In the event that advance notice is not possible, personnel will give notification between the hours of 6:30 a.m. and 7:00 a.m. of the day on which the absence occurs.
3. If an absence is of more than one day's duration, notification should be given each day by 2:00 p.m. that the person will not appear the following day.
4. All cafeteria, clerical, custodial and maintenance personnel will notify their immediate supervisor. Adequate time should be allowed so that the supervisor may acquire a substitute if needed.
5. Abuse of these procedures will incur the loss of a day's pay. If the person is charged a day without pay, no days will be deducted from his accrued sick leave.
6. Persons with three (3) consecutive days absence are required to furnish a doctor's certificate.

Adopted: October 26, 2007  
Amended: December 21, 2007  
Amended: May 17, 2010  
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