

P4026 ATTENDANCE AND ABSENCE REPORTING

BOARD POLICY:

All employees are expected to be regular in attendance and to be at their assigned work stations through the duty day. When it is necessary for an employee to be absent, the employee is expected to submit the proper request, in accordance with established procedures. Absences which are without leave and absences which extend beyond the established limits for a given reason are subject to the negotiated agreement, if applicable, and appropriate disciplinary action by the Chief Human Resources Officer or designee.

Administrative Responsibility: Human Resources

Latest Revision Date: November 2019

Previous Revision Date: September 2007 P4026