

P4065 ATTENDANCE AND ABSENCE

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 complete the proper forms in accordance with established procedures.

Administrative Implemental Procedures:

1. Frequent absences will be reviewed by the immediate supervisor and findings reported to the Human Resources Division.
2. Absences which are too frequent, absences which are without leave, and absences which extend beyond the established limits for a given reason are subject to review and appropriate disciplinary action by the Human Resources Division.
3. Except for absences due to personal/family illness, injury, or incapacitation, an *Anticipated Absence* request must be completed, submitted to the employee's supervisor, and then forwarded to the appropriate administrator for review prior to the date of the absence. *Anticipated Absence* request for custodial personnel should be submitted to the immediate supervisor.
4. If circumstances preclude completing the *Anticipated Absence* request in advance of the absence, the request must be made immediately upon the employee's return to duty, submitted to the employee's supervisor, and forwarded to the appropriate administrator.
5. Upon returning to duty after any absence due to personal/family illness, the employee immediately must complete an *Absence Report* request and submit the form to his/her supervisor. Upon returning to duty after any absence for other than personal/family illness, the employee shall complete the *Anticipated Absence* request and submit to his/her supervisor.
6. All classified employees will comply with the Classified Attendance Standards. Any disciplinary action taken by a supervisor with respect to a classified employee's attendance shall be in accordance with the Classified Attendance Standards.

Administrative Responsibility: Human Resources

Latest Revision Date: September 2007

Previous Revision Date: September 2005 P4065

Updated administratively for alignment purposes: August 2015