

PERSONNELGENERAL PERSONNEL - REPORTING ABSENCES

When an employee is unable to be in school on a given day due to illness, jury duty, personal business day, or a day without pay, it is the responsibility of the staff member to enter his/her absence request into the automated substitute placement and absence management system. School administrators are responsible for entering absences for all other reasons.

Adopted: November 8, 1990  
Revised: December 14, 1995  
Revised: November 4, 1999  
Revised: February 25, 2016