

## **Reporting and Approving Employee Absences**

### **Reporting absences**

1. All employees are required to report their absences to their immediate supervisors or the individuals designated by their immediate supervisors.
2. All absences must be reported whether or not a substitute is needed. In the case of an emergency, the report must be made prior to the start of the duty day.

### **Submitting leave slips**

1. All leave and absences must be reported on the form entitled "Claim Request for Leave" and submitted by employees to their immediate supervisors for each absence, whether or not a substitute is needed.
2. If possible, the leave slip should be submitted in advance of the absence, but in any event, must be submitted following the return to work.

### **Advance approval**

1. All leave and absences except sick leave require advance approval, in which case the leave must be submitted in advance of the absence in order to determine if approval will be granted.
2. The employee should not make arrangements to be absent, request a substitute, etc. This will be the responsibility of the building principal.

### **Monitoring absences**

1. The principals will be responsible for monitoring leaves of their staff, including seeing to it that all absences are reported and leave slips are submitted in a proper and timely fashion.
2. To ensure accurate accounting of absences and hours worked, each principal will keep a listing of all employee absences on the form entitled "Time Sheet" for the employees which he or she supervises and shall forward this report to the superintendent seven days prior to the scheduled payday.
3. For employees with multiple assignments, the home school's supervisor, working in conjunction with other supervisors, will assume responsibility for monitoring absences.

4. It will be the responsibility of the principals to deal with excessive absences of subordinates. Any unusual circumstance pertaining to an absence or absences shall be reported to the superintendent.
5. If the immediate supervisor feels that an employee is abusing sick leave, he or she may recommend to the superintendent that the employee be required to furnish a medical statement.

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