

UNITED SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: STAFF ABSENCE REPORTS

ADOPTED: December 9, 2008

REVISED:

344. STAFF ABSENCE REPORTS	
1. Purpose	The Board adopts this policy to establish a fair policy on a district-wide basis to handle any and all employee absences.
2. Guidelines	<p>Any employee absent from his/her regular work assignment for any reason must complete a Staff Absence Report Form no later than the day s/he returns to work, and the employee shall submit that form to his/her immediate supervisor.</p> <p>Every Monday, all supervisors will submit the previous week's Staff Absence Report Forms along with a summary sheet to the Central Administration Office.</p> <p>Any employee failing to complete the required Staff Absence Report Form in the specified time will not be paid for the time s/he was absent from his/her regular work assignment, until the completed Staff Absence Report Form is received and processed by the Central Administration Office.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 510</p>

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