

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Non-Certified Personnel: Leave and Absence

Section Title: Leaves and Absences

Sub-Section No. 603.1a

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Each employee shall notify his/her assigned supervisor whenever the employee will be unable to report for work. The employee should notify his/her supervisor as soon as possible and at least two hours prior to normal reporting time.

Transportation Personnel	Transportation Supervisor or his/her designee
Maintenance Personnel	Building & Grounds Supervisor
Custodians	Building Principal/Custodial Supervisor
School Food Service	Kitchen/Food Service Supervisor
School Secretaries	Building Principal
Central Office	Direct Supervisor
Technology Personnel	Technology Director

The supervisors will call substitutes if they are needed. Supervisors will maintain a current listing of available substitutes with phone numbers.

Adopted: 3/10/87

Amended: 4/8/96, 12/13/21

Reviewed: 2011, 2021