

SUPERINTENDENT'S REGULATION 5-7.6 (A)**REPORTING ABSENCES**

Poquoson City School Board employees utilizing available leave shall follow these general principles:

1. Notify their supervisor or principals on the day before or the evening before the absence, when circumstances permit.
2. In the event that advanced notice is not possible, employees will give notification before 8:00 a.m. of the day on which the absence occurs.
3. If an absence is of more than one day's duration, notification should be given each day by 2:00 p.m. for the following day.
4. All cafeteria, clerical, custodial and maintenance personnel will notify their immediate supervisors. Adequate time should be allowed so that the supervisor may secure a substitute if needed.
5. Abuse of these procedures may result in the offending employee's loss of a day's pay. If the employee is charged a day without pay, no days will be deducted from his/her accrued sick leave.
6. Persons with excessive absences may be required to furnish a doctor's certificate.
7. Employees shall use the leave reporting forms as from time to time are developed by the finance office.