

An employee claiming benefits of any District leave provision shall complete the appropriate absence report form upon returning to work.

An employee who fails to notify the District prior to an absence or prior to the return from an absence is subject to appropriate discipline. An employee whose absence qualifies as job abandonment forfeits all employee rights, and is subject to immediate termination.

Cross References:	Administrative Policy – 5280	Termination of Employment, Probation and Nonrenewal
	Administrative Policy – 5281	Disciplinary Action and Discharge

Federal Way Public Schools
Adopted and Revised under Policy Governance - 6/12/12
Page 1 of 1