

Personnel - All Employees

Absence from Building

- A) Employees may not be absent from their respective assignments during duty hours except by permission of their immediate supervisor or Superintendent.

- B) Employees may be excused from the building for periods not to exceed thirty (30) minutes at the approval of their immediate supervisor or Superintendent for matters of personal business that cannot be completed after regular school hours. Hourly employees must clock out, when taking a lunch break or leaving school property for personal business during their scheduled work time.

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