San Bernardino County Superintendent of Schools
Policy 4261

LEAVES-PERSONNEL

Employees who have vacation or non-working day(s) available to them must request the use of those days from their supervisors prior to their use. Should a person become ill before the use of approved vacation/non-working day(s) he/she may request the cancellation of the request and cancellation may be approved by the supervisor.

Employees who have begun the use of vacation/non-working day(s) and become ill during that time shall still be charged for his/her vacation/non-working day(s) as originally requested and approved.

Employees must contact their immediate supervisor in person or by phone to report their impending absence. Upon return from that absence, such employee shall submit a Report of Absence form within five (5) days to their immediate supervisor reflecting the affected dates. This policy does not apply to staff (teachers and educational assistants) who are required to phone in their absences via the sub-line.

Approved: September 15, 1994
Revised: December 3, 2002