BP-4160

# ABSENCES

Each District employee must notify his/her immediate supervisor in a timely manner of his/her inability to report for duty prior to any absence. Prior approval is required for all leave requests; employees calling in sick must get their sick leave approved immediately upon their return to work. Absence without such notification may be considered sufficient cause for temporary suspension, and continued violation of this policy will result in discharge for substantial non-compliance with district policy.

Personal leave may not be taken during the first and last weeks of school, district in-service days, training and collaboration and scheduled parent/teacher conferences, unless approved by the administration. All leave requests during parent/teacher conferences and in-service days are discouraged for certified employees. An exception may be granted on a limited basis by the superintendent or designee for extenuating circumstances not deemed precedent setting.

If an employee fails to notify his or her supervisor prior to duty time on the day of absence, the District may elect not to allow sick leave for the absence and/or to deduct salary commensurate with the time lost.

When calculating leave under the Family Medical Leave Act (FMLA), the District will use a forward calendar tracking method, meaning that for the purposes of FMLA, the District will look back one year to a fixed date using the start date of the first day of leave.

After three (3) consecutive days of absence for the purpose of sick leave, employees must complete the district family and medical leave form. Upon further absence, a note from a health care provider may be required.

Employee leave may be granted provided an employee has sufficient leave balance. Leave without pay is not routinely approved.

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