

Policy Number: PER 003	Title: Staff Absence
Performance Standard:	Original Date: 8/2006
USD 418 BOE Policy: GCBA-R	Policy Council Approval/Revision: 8/2006 2/2018 BOE Approval: 2/2018

POLICY:

When any employee finds that they must be absent from duty, they shall notify their immediate supervisor and/or the building principal at the earliest possible moment. It shall be the responsibility of the director or supervisor to secure substitutes as needed.