

Creswell School District 40

Code: **G CBD/GDBD-AR**
Adopted: 4/10/91; 5/8/91
Readopted: 9/10/98
Orig. Code(s): 3417, 4440-4443, 4520

Absence from Work

Licensed

Employees who find they are unable to be present because of illness or any other reason shall notify the building principal or designee at a time designated by the administration. It is the responsibility of teachers to inform the office in a timely manner if not expected to be in attendance on the day following a days absence. Lesson plans, grade book, seating charts and any special information must always be left for the substitute.

Classified

No employee shall be absent from the building or job to which he/she is assigned during working hours without permission of the building principal or the official to whom he/she is directly responsible. All unexcused absences from duty will be reported in writing to the administration office by the building principal.

When any employee finds it necessary to be absent from his/her particular building or job assignment for a period of time, he/she should make certain that the building principal is informed as to the reason for his/her absence and the place where he/she may be located in case of an emergency.

Any employee who must be absent from his/her duties and for whom a substitute must be secured shall notify the building principal or the supervisor to whom he/she is directly responsible in a timely manner on the day preceding the absence or at the earliest possible time thereafter.

The superintendent shall be the authority to grant short leaves of absence with or without pay to any member of the staff for any reason which the superintendent believes is for the best interest of the school system.