

Series 4000 – Personnel

SP 4160

4260

Certificated and Classified Personnel

EMPLOYEE ABSENCE REPORTING INSTRUCTIONS

Attendance Standards

Punctuality and regular attendance are essential to the proper operation of any business. It is the employee's responsibility to obtain prior approval of all absences with the exception of emergencies. Habitual tardiness or absence shall be grounds for suspension, demotion, or dismissal.

Absence Reporting

If an employee is unable to report for work, will arrive late, or must leave early due to illness or emergency, the immediate supervisor must be notified of the reason in a timely manner. Such notice should be given the preceding day if possible, but not later than the employee's starting time on the day of the absence. Should an employee be unable to personally notify the immediate supervisor, it is the employee's responsibility to notify the front office receptionist before starting time or prior to leaving.

Leaving Work Early

If an employee leaves work for any reason before the end of the day, the employee must obtain prior approval from the employee's immediate supervisor or shall be considered absent without notice.

Absence Without Notice

It is the employee's responsibility to inform the immediate supervisor when off work. After three days of consecutive absence, an employee who fails to notify the Sutter County Superintendent of Schools of his/her absence shall be removed from the payroll for abandonment of position.

Legal Reference:

EDUCATION CODE

45113 *Personnel management of classified service*

44842 *Failure to provide notice or to report to work*

44986 *Disability leaves*