

Employment  
Series 400

Policy Title: Attendance Code No. 403

**Policy Statement**

Employees are expected to maintain regular, predictable, and consistent attendance and to report to work as scheduled and on time.

**Scope of Policy**

This policy applies to all employees.

**Accountability Overview**

- When an employee is to be absent, the employee will request appropriate leave from his or her supervisor.
  - An employee absent for more than three consecutive workdays without notification may be considered to have abandoned his/her position.
- The chief administrator or designee may discipline, up to and including recommending termination to the Board, for failure to comply with this policy.

Date of Adoption:

December 10, 2013

Reviewed: 5/12/2020

Amended: 11/15