

## Policy 4006 Absence from Building

### Absence from Building (During Duty Day)

1. Employees may not be absent from their respective assignments during duty hours except by permission of their immediate supervisor or Superintendent. Employees shall check out of the building whenever absent during the day.
  
2. Employees may be excused from the building for periods not to exceed thirty (30) minutes with the approval of their immediate superior officer or Superintendent for matters of personal business which cannot be completed after regular school hours. ~~Personal absence leave forms shall be completed in the event the absence from the building exceeds 30 minutes.~~ Leave shall be entered into Aptafund in the event the absence from the building exceeds 30 minutes.

Date of Adoption: August 11, 2014

Revised on: April 11, 2022