

Personnel - All EmployeesAbsence From Building

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. Employees must notify their immediate supervisor whenever they leave the building during the workday.
2. Employees may be excused from the building for periods not to exceed thirty (30) minutes with the approval of their immediate building administrator or Superintendent for matters of personal business which cannot be completed after regular school hours. Personal ~~absence~~-leave ~~forms~~ shall be ~~submitted~~completed in the event the absence from the building exceeds 30 minutes.

Date of Adoption: 12/10/2018
Revised: 07/08/2026