

~~PROCEDURES FOR IMPLEMENTING BOARD POLICY: EDUCATIONAL SUPPORT 6330~~
PERSONNEL SICK LEAVE

~~Educational support personnel who are eligible for sick leave may use their accrued sick leave days as set forth in the Board sick leave policy by:~~

- ~~1. Notifying their immediate supervisor at the earliest time possible that they will not be available for work due to illness.~~

~~Sick leave use will be recorded in the human resources office in the following manner:~~

- ~~1. The supervisor of the employee reporting illness will inform the assistant principal—administrative services or the supervisor of buildings and grounds of the employee's absence.~~
- ~~2. The assistant principal—administrative services or the supervisor of buildings and grounds will inform the human resources office of all employee absences on a weekly absence report.~~

~~Adopted: December 11, 1974~~
~~Revised: September 25, 2000~~