

PAYROLL PROCEDURES

Reporting Employee Absences.

A report showing the date(s) of absence and the reason(s) for absence of each employee will be submitted by principals and designated central office administrators to the personnel department at the end of every calendar month. Teachers, bus drivers, and custodians are to be reported on the same form. Cafeteria personnel will be reported on a separate form. All reports are due three days after the end of the calendar month.

All employees shall be required to sign an absence form immediately upon return from their absence (see DJC-E).

Issued and approved prior to 1975