

All employees are expected to be present during all working hours. Except during illness or extraordinary circumstances, employees must provide notice of an intended absence at least ten days prior to the absence. Requests for such absences must be made to and approved by the employee's immediate supervisor. If the request is denied, the employee may appeal the decision to the person who supervises the employee's supervisor. All staff members must have permission from the principal before leaving school during the school day. Absence without prior approval, chronic absences, habitual tardiness or abuses of designated working hours are all considered neglect of duty and will result in disciplinary action up to and including dismissal.

Legal References: G.S. 115C-37

Cross References: Leave of Absence (policy 7510)

Adopted: April 3, 2012