

ADMINISTRATIVE TEAM ABSENCES:

DEC-R4

The following guidelines shall apply to all absences from the district on any given day:

Absence Due to Illness/Family Matters:

Notify supervisor or office of supervisor

Absence Due to Personal Leave – Discretionary:

Obtain prior approval from supervisor

Absence Due to Attending Meetings or Conferences:

- A. Meetings considered to be regularly scheduled and pertaining to the area of require only notification to the supervisor. (director meetings, UIL meetings, PSLA, etc.)
- B. Meetings and conferences where attendance is optional, require prior approval including prior approval, of travel/related expenses, by the supervisor.

Absence from Duty Reports

Administrators must assume the responsibility of having absence from duty reports completed in a timely manner. Instructions should be given to your secretary to prepare the reports without your initiating the report each time you use personal leave (discretionary or non discretionary)