

CHAPTER 6.00 – HUMAN RESOURCES

NOTIFICATION OF ABSENCE

6.70.1

- I. The principal or designee shall notify and submit the appropriate leave form to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence.
- II. Any Alexander City School System employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.
- III. Any Alexander City School System employee who is willfully absent from duty without leave or notification to his/her supervisor will be considered absent without leave in violation of Board policy and subject to appropriate disciplinary measures.
- IV. If an employee is absent for more than 5 consecutive days, a doctor's excuse is required and intermittent family medical leave must be taken if the employee qualifies.
- V. If an employee is absent for more than 3 consecutive days and does not have leave to cover the absence and does not qualify for family medical leave, the employee must submit a request to the board to take leave without pay.
- VI. A doctor's excuse may be required for any absence if the supervisor and/or school system feels an employee is abusing the sick leave policy.

REFERENCE(S):

CODE OF ALABAMA
16-1-18.1, 16-1-30
Board approved Revisions: 10/7/2021