



AP 7344 NOTIFYING DISTRICT OF ILLNESS

Reference:

No specific references

It is the expectation that any employee who will be absent from work due to unexpected personal illness or another authorized reason, will report the absence to his/her immediate supervisor daily not later than the beginning of the work period. The department manager or supervisor may establish procedures regarding the protocol to be followed by an employee regarding his/her absence.

Upon return to work, if applicable, the employee will enter his/her absence in the self-service system.

Date Approved: April 4, 2016