

**AP 7344 NOTIFYING THE DISTRICT OF ILLNESS**

**References:**

Education Code Section 88191

Employees are required to provide immediate notification to their appropriate supervisor or designee when they are absent for any length of time. In the event the supervisor or designee cannot be contacted, notification of the absence must be made to the Office of Human Resources, during the hours of 8:30 a.m. - 4:30 p.m. If the illness is extended, notification of absence must be made daily until an official medical verification has been provided to the District detailing the employee's necessary absence from work.

**Absences**

- A. Absences must be recorded on employees' time sheets or on applicable absence report forms.
- B. Absences due to illness or injury shall be charged to accumulated sick leave credit in accordance with Education Code. Employees who have a negative balance of sick leave may be eligible to receive compensation under applicable state laws.
- C. Absences for other reasons shall be subject to salary deduction.
- D. Excessive absence or tardiness is grounds for disciplinary action.
- E. Employees participating in their respective Catastrophic Leave Program may be eligible for additional compensated leave of absence.

Additional procedures for notification of employee illness or absence are delineated in the applicable collective bargaining agreement.

*Primary Office of Responsibility:* Human Resources

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Date Approved: July 19, 2011

**Date Reviewed/Revised: October 12, 2021**