



## **AP 7344 Notifying District of Illness**

The specific procedures for notifying the District of illness are contained in the appropriate collective bargaining agreements. Employees not covered by a collective bargaining agreement shall report the absence due to illness to their immediate supervisor at least one hour prior to the beginning of their shift, unless valid reasons preclude notification.

Other than for leaves that are requested and approved in advance, whenever possible, supervisors should notify the Human Resources Office immediately anytime a regular employee is absent for three consecutive work days.

References: No specific references

Approved: 3/6/12