Educational support personnel who are eligible for sick leave may use their accrued sick leave days as set forth in the Board sick leave policy by:

1. Notifying their immediate supervisor at the earliest time possible that they will not be available for work due to illness.

Sick leave use will be recorded in the human resources office in the following manner:

1. The supervisor of the employee reporting illness will inform the assistant principal--administrative services or the supervisor of buildings and grounds of the employee’s absence.

2. The assistant principal--administrative services or the supervisor of buildings and grounds will inform the human resources office of all employee absences on a weekly absence report.