

**PROCEDURES FOR IMPLEMENTING BOARD POLICY: EDUCATIONAL SUPPORT
PERSONNEL SICK LEAVE**

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.**

**Adopted: December 11, 1974
Revised: September 25, 2000**