

1.0 Permissible Absences

- 1.1 The following are permissible absences:
 - 1.1.1 Earned vacation and holidays;
 - 1.1.2 earned sick leave;
 - 1.1.3 short-term personal necessity leave (charged against accrued sick leave) and long-term personal leave (without pay);
 - 1.1.4 short-term and long-term professional growth leaves;
 - 1.1.5 critical illness and bereavement of immediate family leaves;
 - 1.1.6 quarantine leave;
 - 1.1.7 jury duty and required court appearance leave;
 - 1.1.8 military service leave;
 - 1.1.9 personal business leave.
- 1.2 All other absences are unauthorized and will result in a reduction in compensation.
 - 1.2.1 The immediate supervisor shall insure that the employee completes a report of absence form for a payroll deduction. The form shall be signed by the supervisor and forwarded through appropriate administrative channels to the Human Resources Office.

2.0 Notification and Report of Absence

- 2.1 The employee shall notify the manager as provided for in the regulation governing the type of leave. When the absence cannot be anticipated in advance, the manager shall be notified at the employee's earliest opportunity. Notification includes the reason for the absence and the estimated length of absence.
- 2.2 Upon the termination of absence, the employee shall complete the report of absence form, stating the reason for the absence. The manager may require documentation supporting the employee's need for absence. Misrepresentation by an employee for an absence shall cause the absence to be classified as unauthorized.