

*Absentee and Time Reports*

Exempt Employees (Administrators and Teachers) - Time worked shall be considered time scheduled and not recorded on absentee reports. Absenteeism shall be recorded and listed on a prescribed report form and show dates of absence and employee name. Absenteeism shall be any leave approved by State Law, Board Policy, or unpaid leave.

Non-exempt Employees - Time worked shall be the time recorded on the official document used to record time. If, in the judgment of the Administration, any employee should deliberately falsify their own or another employee's work time, they shall be subject to immediate dismissal, Absenteeism shall be recorded and listed on a prescribed report form and show dates of absence, reason, and employee name. Absenteeism shall be any leave approved by State Law, Board Policy, or unpaid leave.