

CHAPTER 6.00 – HUMAN RESOURCES

NOTIFICATION OF ABSENCE

6.70

The principal or designee shall notify and submit the appropriate leave form to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence.

An Henry County School System employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.

Any Henry County School System employee who is willfully absent from duty without leave may be subject to disciplinary action and forfeiture of compensation for the time of the absence.

REFERENCE(S):

CODE OF ALABAMA

[16-1-18.1](#), [16-1-30](#)

HISTORY:

ADOPTED: OCTOBER 11, 2007

REVISED: JULY 18, 2013; _____

FORMERLY: 6.70