

Title: ABSENCES – NON-TEACHING PERSONNEL –
POLICY AND PROCEDURES

CLASSIFICATION: HUMAN RESOURCE MANAGEMENT
FIRST ADOPTED: February 1985
AMENDED: June 1995, December 2013

1. General

This policy applies to all non-teaching personnel including management personnel. A separate policy (HR-08) is in effect for faculty.

2. Policy

- 2.1. Employees must report their absences to their supervisor at the earliest opportunity.
 - 2.2. Employees must advise their supervisor of any forthcoming absences. Unforeseen
-
