

8.50WF—-ATTENDANCE

An employee unable to report to work should notify the appropriate person at least one (1) hour prior to the expected time for beginning work. Employees must report when taking off for any reason and also when returning to work. This information is necessary for an accurate payroll. It is the responsibility of the employee to report when he/she plans to be absent from work. When emergencies arise during the normal workday, the employee must contact the appropriate person for permission to leave the job and also must call upon returning. Absence for any reason must be reported and a written statement will be submitted and signed by the employee setting forth the cause of the absence. It is the policy of the West Fork School District to pay employees for the amount of time they are assigned to work.

In the event of bad weather, classified employees will work unless otherwise notified by the Superintendent. Work schedules may be revised, but employees are expected to be on the job. Employees will either be assessed a day of sick leave, a day of vacation, or have a day deducted from their paycheck for non-attendance.

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