

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Personnel
POLICY #:	4.12
SUBJECT:	ABSENCE FROM WORK
ADOPTED:	November 6, 1991
REVISED:	
ADMINISTERED BY:	Administration

Objective:

Policy: If an employee is absent from work that employee must complete the appropriate form. The two forms involved are the Leave Application form (Schedule "A") and Sick Leave form (Schedule "B").

Procedures:

The completed form must contain the following information:

1. Employee name (typed or printed)
2. Dates absent from work
3. Reason for absence (holidays, sick, etc.)
4. Employee signature
5. Supervisor signature
6. Date the form is filled out

Upon completion of the appropriate form, it is then to be turned into the supervisor, who in turn gives a copy to the payroll clerk to be inserted in the "time off register".