

TURKEYFOOT VALLEY AREA SCHOOL DISTRICT

SECTION: SUPPORT EMPLOYEES

TITLE REPORT OF ABSENCE
WAGE CONTINUATION

ADOPTED: AUGUST 18, 2014

REVISED:

FORMERLY 4310

534. REPORT OF ABSENCE – WAGE CONTINUATION

1. Employees unable to report for duty shall notify their immediate supervisor at least 1 ½ hours prior to the opening of the regular hours of duty or the day before.
2. If an employee is quarantined because of illness in the immediate household, days of absence shall be considered as days of absence due to personal illness.
3. Employees, who are injured while performing their job duties shall, if they are able, report their injuries to their immediate supervisor within 24 hours. Employees who are unable to work because of such injury shall receive current salary within the limit of accumulated sick leave. After their seventh day of being unable to work because of such injury, they shall be eligible for Workmen’s Compensation and income protection benefits.

Reviewed 4/9/01, 2/20/06