

BOARD POLICY

Management Employees; Leaves, Notification Procedures for

Each management employee shall request in advance leave approval from the immediate supervisor. In case of an emergency leave, notification should be given at the earliest possible time.

Ref: EC Section 35161

Adopted: February 1, 1977

Revised: August 27, 1979

Reviewed: March 4, 1986

Reviewed: July 1, 2000