

CHAPTER 6.00 - SCHOOL ADMINISTRATION

6.16* - Notification of Absence

POLICY

- (1) When a principal plans to be away from school for one-half day or longer, he/she shall notify the Office of the Superintendent. He/she shall always designate a responsible member of the instructional staff to be in charge of the school during his/her absence. Where possible, the name of the person to be in charge of the school, when the principal is absent, shall be submitted to the Superintendent each year prior to the close of the preschool conference. Where the principal's absence will be in excess of one-half day, the Superintendent shall designate a person to act in the absence of the principal except where an assistant principal has been duly approved by the Board and the duties of the principal automatically devolve upon the assistant principal.
- (2) Any employee who expects to be absent from duty for any cause shall notify the principal the evening immediately preceding the day of absence, if possible. Where an absence is due to an emergency, the employee shall notify the principal or the Superintendent at the earliest possible moment. The principal may call a substitute for any employee who is not on duty by 8:00 a.m. in the morning, unless the employee has reported to him/her an anticipated delay which is acceptable.
- (3) Notice of absence shall always be in advance unless conditions beyond the control of the employee make such advance notice impossible.

STATUTORY AUTHORITY: 1001.41 (2), 1001.42 (17), F.S.

LAWS IMPLEMENTED: 1012.66, 1012.22 (2), 1012.67, F.S.

HISTORY: Adopted: 06/17/97
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