

BOARD POLICY

WESTERN IOWA TECH COMMUNITY COLLEGE

Series Number 400.20

Title All Personnel

Absences

All absences from assigned duties are to be reported to the immediate supervisor as soon as possible and reported/recorded on the appropriate leave form. Utilization of sick leave will ordinarily be recorded after the absence. All other absences should be applied for and approved before the absence occurs.

Date of adoption _____

Legal Reference: (Code of Iowa)

Date of last revision 11/17/86

260C

Date of current revision 12/11/95

Related Administrative Procedures and Cross References _____

B O A R D P O L I C Y

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