



Operation employees are not to leave the school premises or grounds for personal reasons during their shift unless they have received advance permission from the supervisor. When such permission is given, the employee is to punch out when he leaves and punch in if and when he returns. Reasons, other than personal, for leaving the school premises or grounds during shift time must be of an emergency nature in the best interests of the school or school system. If and when such circumstances arise, full particulars must be reported in writing to this office by the supervisor – after the fact, of course. Unpaid lunches may be taken away from the school premises but must be limited to one-half hour in duration. Breaks, if taken away from the school building must be authorized by the employee's supervisor, and limited per contract Article 15 C.

5. Sick leave may be utilized in increments as required by health considerations. Personal business may only be taken in increments of 2 hours with advance notice to employee's supervisor. Personal business may be taken in half-hour increments with supervisor approval. For 12-month employees, vacation time may be taken in any increment with prior approval of the employee's supervisor.

Supervisors are responsible for reviewing time cards for accuracy as well as checking any and all extensions on the employee's time card. If a supervisor questions the accuracy of any time card it should be discussed with the employee. The employee should be aware of any change in the time card as a result of this.

Supervisors are responsible for informing all non-instructional employees of these procedures. Employees are responsible for complying with all points contained herein. Failure to do so may result in disciplinary action.

For help or information on how to complete a time card, employees should consult their supervisor. Supervisors may wish to call the Payroll Department for additional help.

For help in interpreting this bulletin, or in applying it appropriately, please contact Human Resources.

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