



Butte-Glenn Community College District

ADMINISTRATIVE PROCEDURE

AP 7344 – NOTIFYING THE DISTRICT OF ILLNESS

References:

Education Code Section 88191

Employees are required to provide immediate notification to their appropriate supervisor or designee when they are absent for any length of time. If the illness is extended, notification of absence must be made daily until an official medical verification has been provided to the District detailing the employee's necessary absence from work.

Absences

- a. Absences must be recorded on employees' time sheets or on applicable absence report forms.
- b. Absences due to illness or injury shall be charged to accumulated sick leave credit in accordance with Education Code and applicable collective bargaining agreement.
- c. Absences for other reasons may be subject to salary deduction.
- d. Excessive absence or tardiness is grounds for disciplinary action.
- e. Employees participating in their respective Catastrophic Leave Program may be eligible for additional compensated leave of absence.
- f. Family and medical leave is provided for an eligible employee's serious health condition, the serious health condition of the employee's child, spouse, or parent, or to care for the employee's newborn, adopted, or foster care child, in accordance with State and Federal law in effect at the time the leave is granted.

Additional procedures for notification of employee illness or absence are delineated in the applicable collective bargaining agreement or employee handbook.

Approved: 3/14