

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4263

ADOPTED: 2/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Absence

An employee shall notify his or her supervisor on the first working day of absence as to the cause of such absence. If no notice is submitted by an absent employee before the end of the third day, the employee shall be deemed to have resigned.

Illness absences may require a medical release before the employee returns to service.