

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 4251.2

ADOPTED: 02/14/96

CLASSIFICATION: Personnel

REVISED:

SUBJECT: Time Cards

Each employee shall keep a daily time card and file it with the Business Office at specified dates.

Division heads and supervisors shall be responsible for verification of the information.

The Business Office shall maintain a permanent record of:

- Absence from duty

- Accumulated sick leave

- Vacation credit

- All other data regarding personnel accounting