

# **6.70.1 - Notification of Absence**

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1. The principal or designee shall notify and submit the appropriate leave form to the Superintendent when he/she plans to be away from school for a half-day or longer. The principal shall designate a responsible member of the administrative or instructional staff to be in charge during his/her absence.
  
1. Any Alexander City School System employee who is absent from duty for any reason shall notify the principal or his/her immediate supervisor as early as possible. Such notification shall be given in advance unless conditions beyond the control of the employee make such advance notification impossible.
  
1. Any Alexander City School System employee who is willfully absent from duty without leave or notification to his/her supervisor will be considered absent without leave in violation of Board policy and subject to appropriate disciplinary measures.

### **REFERENCE(S):**

**CODE OF ALABAMA**

**16-1-18.1, 16-1-30**

### **HISTORY:**

**ADOPTED: JUNE 12, 1996**

**REVISED: JULY 13, 2010**

**FORMERLY: GALBG**