

NOTIFICATION OF ABSENCE**6.51***

- I. The principal 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. Where possible, the name of the person to be in charge of the school when the principal is absent shall be submitted to the Superintendent each year prior to the close of the pre-school conference.
- II. An 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.
- III. In an extreme emergency, the principal may authorize the absence of an employee without pay for a period not to exceed two (2) days; provided, such authorized absence is immediately reported to the Superintendent.

STATUTORY AUTHORITY:**1001.41, 1012.22, 1012.23, F.S.****LAW(S) IMPLEMENTED:****1001.43, 1012.22, 1012.66, 1012.67, F.S.****HISTORY:****ADOPTED: 6/12/2007****REVISION DATE(S): _____
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