

GCC

POLICY DEVELOPMENT GROUP
DRAFT

8/31/17

(Absent Without Leave)

An employee shall be deemed "absent without leave" when absent from work because of:

- A reason that conforms to a policy currently in effect but the maximum days provided for in that policy will be exceeded; *or*
- A reason that does not conform to any policy currently in effect; *or*
- ~~Failure to obtain approval from the Superintendent or the Superintendent's designee for being absent more than five (5) consecutive days; *or*~~ Failure to report to work without prior notification to the Superintendent or his/her designee.

In no case shall an employee be compensated for time lost due to being absent without leave.

An employee who is absent from work without prior approval is subject to disciplinary action, as is one who was unable to obtain prior approval due to unusual circumstances and such approval is denied upon the employee's return.

Adopted: ~~October 9, 2012~~ date of Manual adoption

LEGAL REF.: A.R.S. 15-341