

COMPENSATION AND BENEFITS  
LEAVES AND ABSENCES

DEC  
(REGULATION)

The principals or supervisors shall deliver to the business office properly executed absentee forms for all absenteeism for all employees under his or her jurisdiction regardless of the cause of the absence, even though a substitute was or was not employed, and further provided the absence is as much as one-half day. All absentee reports affecting the principal's or supervisor's personnel must be delivered to the business office by 2:00 p.m. on the third working day of each month.

All portions of the salary to be withheld for whatever reason shall be deducted during the month following the absence.