

WORKDAY AND ATTENDANCE**I. WORKDAY**

The arrival and departure times of all employees shall be designated by the Superintendent of Schools who has the authority to set the length of the school day and to require more than the minimum time specified by law. Unless otherwise indicated in the contract or agreement of employment, the workday of full-time personnel shall in general be eight (8) hours in length, Monday through Friday. However, the days and hours an employee shall fulfill the job requirements may vary with the position of the employee. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual

3. The employee fails to return to work after an authorized leave period has expired, fails to respond to communications regarding an estimated return-to-work status, or fails to provide requested documentation to establish the need to remain out of work.
4. The employee indicates, through action, that the employee does not intend to continue employment with the School District. Actions demonstrating such intent may include, but are not limited to, failing to return to work after expending all available authorized leave, verbally expressing the intention not to return, expressing in written or electronic format the intention not to return to work, walking off the worksite without authorization, or turning in issued District property.

Approved absences are any missed workdays for which the employee has been given written approval by their supervisor or the office of risk management by an FMLA approval letter. **Any employee who fails to report to work without approval after expending all available sick, personal, vac03TwDt607TwDn2(56TwDB(sFML2(n) B Bobet**