Personnel BP 4153

UNAUTHORIZED ABSENCE FOR CLASSIFIED EMPLOYEES

If it is necessary for a classified employee to be absent from his/her job for any reason other than those covered in the classified policies and the classified employee contract, it shall be declared an unauthorized absence and his/her salary shall be deducted for the period of time he/she is absent. His/her absence shall be deducted at the regular hourly rate of his/her normal pay.