

REQUESTING LEAVE

Jury Duty:

You must present the original summons of jury duty to the business office as soon as you are notified. You are not subject to discharge, loss of sick leave, vacation time or any other penalty due to absence.

Personal:

Must be completed at least 24 hours of expected absence.

Vacation:

Must be completed at least one week prior to expected absence.

Birthday:

Must be completed at least 24 hours prior to expected absence

Sick:

Must be reported to Billie Garlin by phone, text or email.

Billie's Cell Phone #: 870-230-3070

Email: Billie.Garlin@dawsonesc.com

Phone: 870-246-3077 or 870-246-9045