

**STAFF LEAVE**

If an employee is absent from work without approved leave and fails to properly contact his/her supervisor or other authorized administrator for one (1) or more work days (unless a confirmed emergency or extenuating circumstance prevents communication), the employee will be subject to disciplinary action, up to and including termination. The Superintendent of Schools will recommend the proposed disciplinary action to the School Board at its next regularly-scheduled meeting.

**ADOPTED:**

October 11, 2016

**Gloucester County School Board**