



Reference: *WHCFA Collective Bargaining Agreement; CSEA Collective Bargaining Agreement*

Classified Employees and Faculty

All employees are required to notify the District of an illness in accordance with their collective bargaining agreements.

Administrative/Management/Confidential Employees

If for any reason it is not possible for an employee to report for work, the employee shall notify their supervisor or designee as soon as possible, but not later than thirty (30) minutes before the reporting time. Absences shall be reported to the supervisor on a daily basis unless the employee has submitted a doctor's note to Human Resources excusing the employee from work for a designated period of time. All employees absent because of illness or injury, or their family member's illness or injury, shall inform their supervisor in a timely manner as to when they expect to return to work.

If there exists a reasonable belief that abuse of any sick or personal necessity leave has occurred, as a condition of using paid sick or personal necessity leave, an employee may be requested to submit a doctor's note or other acceptable verification from a licensed health care provider. Medical certification must be submitted to Human Resources within five (5) working days of the request.

Date: 4/22/2024