

**WESTERN NEBRASKA COMMUNITY COLLEGE
POLICIES AND PROCEDURES**

SECTION: Human Resources 400.0000.14
SUBSECTION: Support Staff 420.0000.96

Absence
Policy Number: 420.0400.79

POLICY

An absence from work must be reported directly to the immediate supervisor, or his/her designee. Failure to properly notify the immediate supervisor will result in a loss of pay equal to that proportion of the employee's salary attributable to the time gone. Excessive absences could lead to dismissal.

DEFINITIONS

N/A

APPLICABILITY

N/A

Adoption Date: 1979

Revision Date (and Board of Governors' Minutes Item Number):

Prior Policy/Procedure Number:

Schedule for Review:

Divisions/Department Responsible for Review and Update:

Sponsoring Division/Department:

Rescinded Date:

Cross Reference:

Procedure(s) for Policy:

Related Policies/References: