

SCHOOL DISTRICT NO. 92 (NISGA'A)

Regulation Subject: EMPLOYEES OUT OF DISTRICT

Date Passed: 93.04.13

Date Amended: May 21, 2019

Description:
EMPLOYEES OUT OF DISTRICT

Regulation No. 208-R

Whenever a District employee is out of the District during regular working hours, the employee shall, prior to leaving the District:

1. Complete an appropriate leave of absence form with the signature of an immediate supervisor; or
2. Inform in writing, an immediate supervisor, of the reasons for being out of the District; or, in the case of emergency.
3. Verbally inform an immediate supervisor of the reason for being out of the District and follow-up with a written confirmation as soon as possible or upon the return to the District.