

District Proposal #17
June 18, 2022

14.4

E. Verification of Leave

~~The necessary forms for verification of the reasons for absence will be available in each facility office.~~ **The employee is responsible for completing a leave request using the on-line platform.** Teachers will complete the **on-line request** forms using the district approved process ~~the first day they return to work.~~ **as soon as possible in order to secure a substitute, if needed. Site-based notification procedures should be followed in addition to the online leave request.**

Deleted language is identified with a ~~strikethrough~~.
New language is identified in **boldface and is underlined**.