

Tri-County Community Council, Inc.
Head Start/Early Head Start

Part: 1302 Program Operations

Subpart: J- Program Management and Quality Improvement

Section: 1302.101 Management System

Subject: Calling in Sick

Policy:

Staff members will notify their supervisors of their illness and impending absence in time to acquire substitutes.

Procedure:

1. When a staff member is ill, he/she should notify his/her supervisor as soon as possible. This is either during the evening before or early in the morning of the day of absence.
2. The staff member should also relate to the supervisor whether it will be a one-day absence or longer.
3. Anyone absent for three consecutive days will need to have a doctor's excuse to attach to their time sheet.