

RULE

| | | |
|------------------|---|------------------------------|
| Subject | Absence – President to Keep Record | Number: 6HX14-2.04 |
| Authority | F.S. 1001.64, 1012.865 | Date: 3/16/05 |
| History | 1/18/84, 2/16/00 | |
| Source | Human Resources | |

The President, or designated representative, shall keep full and complete records of all absences of College personnel in accordance with the laws and regulations of the State Board of Education and the District Board of Trustees. The record shall include the exact day when each such absence occurred and the cause of the absence. The Board will be advised, where required, as to any disposition to be made of claims arising for payment of benefits in accordance with laws and regulations.