HUMAN RESOURCES

Unauthorized Leave

Employees are expected to be on duty each day as called for in their contract or work agreement unless on some type of approved leave. The appropriate per diem rate of pay, hourly rate of pay, or a pro-rated amount shall be deducted from the employee's next pay check for any unauthorized time missed, in accordance with the Fair Labor Standards Act.

Unless there are extenuating circumstances, if an employee is absent for five consecutive work days and has not contacted their immediate supervisor, they will be considered to have abandoned their position with Prince William County Public Schools and will be subject to disciplinary action including, but not limited to, dismissal or termination.

The Associate Superintendent for Human Resources (or designee) is responsible for monitoring and implementation of this regulation.

The Associate Superintendent for Human Resources (or designee) is responsible for reviewing this regulation in 2016.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS