

ENTERING EMPLOYEE TIME AND LEAVE

The Board has established various leaves for employees as codified in BP 7340 – *Leaves* and the respective collective bargaining agreements. In order to track those leaves, the District shall establish regulations and procedures for employee time and leaves as authorized by law and by any collective bargaining agreements entered into by the District. All employee time and leave must be reported, entered, and approved in the District electronic tracking system.

Failure to enter time, tardies, and absences accurately or within established timelines is a violation of this policy.