

**Riverside Cemetery District
Board Policy**

NOTIFICATION OF ABSENCE

Policy 65

If an employee is unable to report for work, he or she is responsible to notify the Sexton or the Office Manager at the beginning of cemetery hours concerning the reason for and the anticipated duration of the absence. In the case of absence by the Sexton, he or she will report to the Office Manager and in the case of the absence of the Office Manager, her or she will report to the Sexton. The Sexton and Office Manager shall not take vacation, comp time, and/or personal days unless approved in advance by the Chairman of the Board of Trustees, or the Vice-Chairman of the Board of Trustees, in the case where the Chairman cannot be reached after diligent effort.

The District Board of Trustees may, at their discretion, demand that the employee present a doctor's report in regard to absence.

Adopted: 11/9/2004

Revised: 7/10/2007