
SERVICE:	Certificated	ABSENCE WITHOUT LEAVE
ISSUED BY:	Pers. Research and Analysis (1-28-14)	
REPLACES:	PG: D2 (6-8-81)	
REFERENCE:	District-UTLA Collective Bargaining Agreement, Article XII, Section 1.0 and 12.8.	
CHANGES:	Added Definition. Titles and Office Name Changes.	

DEFINITION

An unauthorized absence without leave (AWOL) by a certificated employee (probationary or permanent) occurs when the employee fails to report for duty and/or to notify the District of his/her intention to be absent from District service for a specified purpose and period of time.

1. School or Office Responsibility

- a. When a certificated employee is absent for a second consecutive work day without permission or notification to the immediate administrator, the school or office shall attempt to contact the employee by phone, email, in person at home, fellow co-workers, friends, relatives, or through those listed on the *Emergency Information Card* before the end of the second day.
- b. If the absent employee is unreachable within two working days, the immediate administrator shall request by certified letter with return receipt, that the employee communicate with the immediate supervisor/administrator within three working days to clarify his/her employment status.
- c. If efforts to contact the employee for clarification regarding their unauthorized absence are unsuccessful, the immediate administrator shall submit a written report to the appropriate Personnel Specialist in the Certificated Placement and Assignments Office. The written report must include the known circumstances of the absence, a description of all efforts made to contact the employee, copies of all correspondence concerning the matter, and the last paid day of work.
- d. The Certificated Placement and Assignments Office will continue efforts to determine the employee's intentions and will inform the school or office of the results of such efforts and guide the principal through any next steps/procedures.