

E-2f(2)      PROCEDURE    Work Schedules

The work calendar for classifications other than faculty shall be established as 260 work days. If a fiscal year contains more than 260 work days, management shall have the right to determine which work days shall be non-contract days. All non-contract days shall be without pay.

If non-instructional employees are unable to be present during the scheduled time of their work, they will notify their immediate supervisor.

An unauthorized and unapproved absence of an employee from duty shall be deemed to be an absence without pay and may be grounds for disciplinary action by the College. Repeated absences may result in termination of employment.

---

Adopted Date: 07/15/1997