



Kern Community College District
Administrative Procedure
Chapter 7 – Human Resources

AP 7344 Notifying the District of Illness

References:

Education Code Sections 88191

NOTE: This procedure is legally advised.

If it is not possible for an employee to report for work, the employee shall notify his/her supervisor or the designated alternate as soon as possible, but not later than 30 minutes after the reporting time. All employees absent because of illness shall inform their supervisor in a timely manner as to when they expect to return to work.