

**POWAY UNIFIED SCHOOL DISTRICT  
BOARD POLICY**

**Originator:** PUSD/PFT Agreement

**Issue No:** 3

**Date:** 7/29/91

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**ARTICLE: 4.0 PERSONNEL SUPPORT SERVICES Reference:** PUSD/PFT Agreement

**4.2 CERTIFICATED PERSONNEL**

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**SECTION 4.219 WORK YEARS/HOURS OF EMPLOYMENT**

The school year and work year shall be reflected by the negotiated agreements, Board Policy, and District procedures.

**Unauthorized Absence**

Unauthorized absence is defined as non-performance of those duties and responsibilities assigned by the District and its representatives including all duties and responsibilities as defined by the Education Code, Policies of the Board of Education, the rules and regulations of the District, and the provisions of this agreement.

Unauthorized absence may include, but is not limited to, refusals to provide service, unauthorized use of sick leave, unauthorized use of other leave benefits, non-attendance at required meetings, and failing to perform supervisory functions at school-sponsored activities.

An employee is deemed to be on unauthorized absence at such time and on such occasions as the employee may absent him/herself from required duties without prior approval of his/her principal or immediate supervisor, except as provided for in this agreement.