
GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD FOR YOUR INFORMATION

Paul Antaya

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To: All Staff

cc: HR Department

February 16, 2016

HR:2015/2016:127 Staff Absences - March 11 or 21, 2016

Please be advised that any staff who are absent on Friday, March 11 or Monday, March 21 without prior approval will be asked to provide documentation to substantiate their absences. Any staff who are absent on either of these days will be required to provide an appointment card or physician's note dated the day of the absence immediately upon return. The Board Medical Certificate is not required. If a fee is charged for a note, employees are to submit a receipt along with the note directly to Human Resources for reimbursement.