

---

## [princi\_elem] [principals] [admin\_super] Fwd: Absences for the BCS Championship Game

---

**From :** Christine Nesbit <nesbit\_c@4j.lane.edu>

Fri, Dec 10, 2010 04:13 PM

**Sender :** princi\_elem-bounces <princi\_elem-bounces@4j.lane.edu>

**Subject :** [princi\_elem] [principals] [admin\_super] Fwd: Absences for the BCS Championship Game

**To :** admin\_super <admin\_super@4j.lane.edu>

Dear Colleagues:

The University of Oregon Ducks have had an exciting and historic football season, culminating with the BCS championship game in Arizona in January. Naturally, Human Resources and District administrators are receiving questions about whether employees may use leave (paid or unpaid) to attend the game. Typically, the days requested for leave are January 10 and 11, regular school days when our primary obligation is to students. This email provides guidance on requests for leave.

Most District employees do not have paid leave available to take "vacation" on school days. While many employees have personal leave, personal leave may not be used for recreation, but to attend to personal business, such as visits to the doctor, accountant, parent-teacher conferences etc.... Sick leave, of course, applies only to leave necessitated by illness or injury. Some employees have vacation leave available, which may be used with advance supervisor approval.

Due to the unique circumstances of the BCS championship, the District will allow for some flexibility for employees to take unpaid leave, provided the leave does not disrupt District or building operations, upon advance supervisor approval. When an employee receives permission for the leave from his/ her supervisor, he/ she should please remember to enter the absence into AESOP or the business system. Remember that absences need to be entered irrespective of whether the employee is requesting a sub.

Due to the potential for an unusual number of absences, we ask each supervisor to forward to Genessa Waite the names of employees that have been approved for leave (paid or unpaid) to attend the football game.

Finally, we ask all employees to remember that taking leave without approval or misstating the reason for an absence may result in discipline, up to and including termination.

Please feel free to forward this as appropriate. Questions may be directed to any HR administrator.

---

You received this message because you are subscribed to the 4J list "admin\_super".

Send e-mail to this list at [admin\\_super@4j.lane.edu](mailto:admin_super@4j.lane.edu)

To unsubscribe from this list, send e-mail to [admin\\_super-unsubscribe@4j.lane.edu](mailto:admin_super-unsubscribe@4j.lane.edu)

---

You received this message because you are subscribed to the 4J list "principals".

Send e-mail to this list at [principals@4j.lane.edu](mailto:principals@4j.lane.edu)

To unsubscribe from this list, send e-mail to [principals-unsubscribe@4j.lane.edu](mailto:principals-unsubscribe@4j.lane.edu)

---

You received this message because you are subscribed to the 4J list "princi\_elem".

Send e-mail to this list at [princi\\_elem@4j.lane.edu](mailto:princi_elem@4j.lane.edu)

To unsubscribe from this list, send e-mail to [princi\\_elem-unsubscribe@4j.lane.edu](mailto:princi_elem-unsubscribe@4j.lane.edu)

---