

**Human Resources**

**AP 7344 NOTIFYING DISTRICT OF ILLNESS**

**Reference(s):**

Education Code Section 88191

Employees shall report promptly to work at the time assigned by the supervisor or administrator for each working day. Reporting of an absence shall be made by the employee or designee, in case of emergency, to the supervisor or administrator prior to the normal reporting time as determined by each department.

An employee absent because of illness shall keep the supervisor or administrator informed in regard to the expected date of return to work. An employee who claims sick leave for three (3) or more consecutive days or five (5) cumulative days within any thirty (30) calendar day period, or if the district has reason to believe that the unit member is not legitimately entitled to claim sick leave, may be required to present a written, signed statement from a licensed physician, medical provider, or from the employee's religious advisor where such is deemed in conformance with religious tenets, verifying illness, injury, or quarantine, inclusive dates when the employee is unable to work because of medical condition and the date the employee can return to work. A similar statement may be required by the district in any cases where an absence claimed to be due to illness or injury must be verified. Employees returning to work after serious illness or injury may be required to provide medical evidence of recovery sufficient to assume regular duties. Medical examination(s) may be required by the district to be performed by a physician(s) to be designated by the chancellor or designee, and at district expense.

Information on leaves of absence related to illness for represented employees can be found in the respective collective bargaining agreement.

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**Adopted:** December 16, 2025

**Board Reviewed:**