

# *Maintenance Absence Policy*

Effective August, 2008, when you know that you are going to be absent from work, as early as possible, please follow these instructions:

- 1) Call and report to Richard Lurvey, Maintenance Supervisor,
- 2) If you cannot reach Richard, contact Mark Lannholm at school, 736-7000 x 1406.
- 3) If you cannot reach Richard or Mark, then you may contact the Central Office at 736-7000.

**PLEASE DO NOT CALL THE CENTRAL OFFICE OR ANY OF THE SCHOOL OFFICES TO LEAVE MESSAGES. IT IS YOUR RESPONSIBILITY TO FOLLOW THESE INSTRUCTIONS.**

Richard Lurvey, Maintenance Supervisor

## *Custodian Breaks and Lunch*

### First Shift (6:30 a.m. – 3:00 p.m.)

All first shift employees will receive one fifteen (15) minute break in the morning from 9:45 a.m. – 10:00 a.m. and one fifteen (15) minute break in the afternoon from 2:40 p.m. – 2:55 p.m.

### Second Shift (3:00 p.m. – 11:00 p.m.)

All second shift employees will receive two fifteen (15) minute breaks and a paid 30 minute lunch in lieu of a night differential. Break times and lunch times will be set by the individual buildings.

Employees may report to the time clock for clock out five minutes before the end of your shift.

Richard Lurvey, Maintenance Supervisor