

Book Poplar Springs Baptist Church Policy Manual

Section 3000 Personnel Policies

Title Employee Absence Log

Number 3340

Authority Article V Section 1 of the Church By-Laws
Personnel Committee Handbook

Adopted Personnel Committee Handbook adopted September 14, 2014

1. Each employee should maintain a personal detailed absence log.
2. The Personnel Committee is required to provide a suitable and adequate system of leave records. The system will conform to accurate reporting of all type of leaves provided for staff members by the Church.