

**INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

**Signing Out and In When Leaving and/or Returning to Campus  
During Assigned Work Hours**

**Policy/Procedure SS-12**

**Policy:** To fulfill the school’s responsibility to provide for the safety of Indiana School for the Blind and Visually Impaired (ISBVI) staff and to ensure staff whereabouts in the event of an emergency or disaster, it is the policy of the Indiana School for the Blind and Visually Impaired that all ISBVI employees will sign out and in or clock out and in, as appropriate, when they find it necessary to leave campus during regularly scheduled working hours.

**Procedure:** It is the responsibility of all employees who find it necessary to leave the campus during regularly scheduled working hours to: notify their immediate supervisor of the need to leave; identify the type of leave that will be used as appropriate; and to sign out at the switchboard or clock out at their designated areas. Upon returning, the employee will sign in at the switchboard or clock in at their assigned designated area and notify their supervisor of their return. If the employee is leaving campus for the remainder of the day, they will indicate “No Return” on the sign out/sign in sheet. Employees must also sign out and in or clock out and in when leaving campus during their lunch time.

**ISBVI Policy SS-12**

Adopted by ISB Board: 3/20/06

**Reviewed and Approved:** 10/21/13, 10/22/18, **10/25/21**

**ISB Superintendent:** \_\_\_\_\_ **Date** \_\_\_\_\_

**ISB Board Chair:** \_\_\_\_\_ **Date** \_\_\_\_\_