**55:09:04:11.  Reporting absences or absence without leave.** An employee who is absent from duty shall report the reason for the absence to the employee's supervisor as soon as possible. Unauthorized or unreported absences are considered absence without leave, and a deduction of pay shall be made for the period of absence. An unauthorized or unreported absence may be cause for disciplinary action.

**Source:** 39 SDR 99, effective December 3, 2012.

**General Authority:** SDCL 3-6C-17, 3-6C-18.

**Law Implemented:** SDCL 3-6C-17, 3-6C-18.