

5355	Employee Tardiness and Absence Policy
Approval Date:	February 2015
Category:	Personnel
Governance Accountability:	Board of Directors, Leadership
Audience:	Employees

Employees must work their assigned schedules. Excessive absenteeism and tardiness are grounds for disciplinary action, including termination. If the employee is unable to report to work for any reason, he or she must contact the Building Head or Head of Schools. It is the employee's responsibility to keep Pine Lake Preparatory informed on a daily basis during a short-term absence and to provide documentation when requested.

Employees are expected to be at their workstation, ready to begin work, at the beginning of their school day as well as at the end of their scheduled breaks and meal period. Except in an emergency, employees must have their supervisor's permission to leave campus during their assigned schedule.

A tardy or absence is considered "excused" only when an employee call in advance of a scheduled work time and provides a compelling reason. Pine Lake Preparatory reserves the right, at its sole discretion, to determine what constitutes a compelling reason. If an employee fails ~~Failing~~ to call according to this school policy and/or being tardy or absent for a non-compelling reason, the absence or tardy will be considered "unexcused."

Employees who are tardy or absent excessively or show consistent patterns of tardiness or absence, whether excused or unexcused, will be subject to disciplinary action, up to and including termination. The building head or the Head of Schools must approve personal leave time taken before or after a holiday.