

**Policy Statement #6070 (Personnel) of the Board of Education
Regarding Attendance, Leave Usage, and Unauthorized Leave**

I. Purpose

- A. To ensure that all employees understand:
 - 1. The importance of daily attendance on scheduled work days
 - 2. The use of authorized leave
 - 3. Absence without authorized leave

II. Background

- A. Calvert County Public Schools (CCPS) recognizes that certain employee absences are justifiable and provides for employee absences authorized by law and consistent with the Negotiated Agreements and Board policies and regulations regarding authorized leave. CCPS depends on a reliable workforce to accomplish its goals and objectives. Employees absent from work without authorized leave compromise the daily operations of the school system.
- B. Employees must be present at work as scheduled, except when they are using authorized leave. Employees must obtain proper authorization to be absent from work for any reason. Employees must maintain adequate leave accruals to cover absences from the workplace, and provide proper notification, or documentation, in a timely manner. Failure to comply with any of these expectations results in absence without authorized leave. Unauthorized leave will result in discipline and/or termination.

III. Policy Statement

- A. The Board of Education of Calvert County recognizes that the use of authorized leave is important to the well-being of employees and, at the same time, that a reliable workforce is necessary to accomplish its goals and objectives. Therefore, the Board of Education will ensure that absences with the use of paid leave benefits are implemented consistently for all eligible employees and are consistent with Negotiated Agreements and applicable laws.

IV. Delegation of Authority

- A. The Superintendent of Schools is directed to develop administrative procedures to implement this policy in accordance with all local policies and state and federal laws and regulations and to communicate this policy and accompanying procedures to all relevant parties.

V. Exceptions

- A. There are no exceptions to this policy. However, the Board, by majority vote, may temporarily suspend all or part of this policy. Suspension of all or part of this policy, however, in no way relieves the Board of its obligation to comply with the pertinent state

and federal laws and regulations or the rules and regulations of the Maryland State Board of Education and the Maryland State Department of Education.

VI. Review

- A. This policy will be reviewed at the end of three years, or sooner, if approved by majority vote of the Board of Education in public session.

VII. Effective Date

- A. This policy is effective February 7, 2019.

Citations

State Law:

State Reg.:

Federal Law: 29 U.S.C. 2654 (Family and Medical Leave Act of 1993)

BOE Policy 1750 and accompanying procedures