

---

## **GENERAL PERSONNEL POLICIES - EMPLOYEE ATTENDANCE**

Adoption Date: July, 1978; Revised February, 1982; Revised July 12, 2005; August 7, 2017

Legal Ref: I.C. 20-28-9-9; I.C. 35-44.1-1-3(f); Americans with Disabilities Act; Fair Labor Standards Act; Family Medical Leave Act; I.C. § 33-37-10-3; I.C. § 33-37-10-3.5

Cross Ref: 7000-19

All Westfield Washington School (“WWS”) employees shall report to work and perform their job duties at the time and place agreed upon at the time of their employment for the full extent of their scheduled hours of work, unless:

- a) The employee is eligible for leave by contract, Board policy, or law;
- b) The leave is applied for and granted in compliance with contract, Board policy, or law; and
- c) Applicable call-in procedures are followed.

Absence from work without compliance with the above conditions may result in discipline.

Employees are not authorized to be out of the building on any type of personal business during the school day unless authorized by the principal or supervisor.

For information on sick leave, jury duty, or subpoena leave, see Employee Handbook and/or Master Contract.