

**Administrative Procedures for Policy 6070 (Personnel) of the Board of Education
Regarding Staff Attendance, Leave Usage, and Unauthorized Leave**

I. Purpose

- A. Administrators and Supervisors shall be responsible for approving employee leave requests. All employees are responsible for monitoring available leave and requesting leave. To maintain consistency, it is an expectation that all employees report to work. CCPS depends on a reliable work force to accomplish its goals and objectives. Employees absent from work without authorized leave compromise the daily operations of the school system.

II. Background

- A. Employees must be present at work as scheduled, except when they are using authorized leave. Employees must:
1. Obtain proper authorization to be absent from work for any reason.
 2. Maintain adequate leave accruals to cover absences from the workplace.
 3. Provide proper notification and documentation if the absence qualifies under Family and Medical/Military Leave.
- B. Failure to comply with any of these expectations shall result in absence without authorized leave.
- C. This policy and procedure shall be implemented in compliance with the provisions of the negotiated agreements, the provisions of which shall supersede any language that may be inconsistent.

III. Definitions

- A. Fiscal Year (July 1st – June 30th). Grant positions may vary start and end dates but are offered only on a yearly basis.
- B. Authorized Leave – leave that is eligible to an employee defined under the agreements between Calvert Association of School Administrators, Calvert Education Association, Calvert Association of Educational Support Staff and the Board of Education, Calvert County. It may also be offered to various grant paid positions.
1. Sick Leave (includes Maryland Earned Sick and Safe Leave)
 2. Personal Leave
 3. Annual Leave
 4. Bereavement Leave
 5. Professional Leave
 6. Jury Duty

7. Subpoena Leave (in matters and interests regarding CCPS)
 8. Association Leave (CASA, CAESS and CEA Association Leave)
 9. Assault Leave
 10. Personal, Medical, Maternity or Parental Leave of Absence (LOA): unpaid leave for the remainder of the entire school year
 11. Sabbatical Leave
 12. Family and Medical Leave (FMLA)
 13. Family Military Leave (FML)
 14. Borrowed Sick Leave
 15. Transferred Sick Leave
- C. Unauthorized Leave – leave that does not meet the definition of authorized leave under Section III B.
- D. Absence Without Authorized Leave – occurs when an employee does not report to work for his/her required duties without following the procedures required in the agreements described in Section III B.
- E. Building or Department Administrator – is the employee’s immediate director, principal, assistant principal, or supervisor authorized to approve or deny leave pursuant to the procedures required in the applicable CCPS policy and negotiated agreements.
- F. Employee Access Center (EAC) – electronic internet system. All employees are required to monitor, review and enter leave requests in EAC.
- G. Frontline Education (formerly AESOP) – electronic absence management reporting for those employee’s requiring substitute coverage when absent.

IV. Procedures

- A. Immediate supervisor or designee should notify employees of their start, ending, and duty-free lunch break times. Employees are expected to engage in carrying out their duties during all scheduled work time and should be ready to begin working at their scheduled start time. Immediate supervisor or designee should record all absences and any tardiness or early departures.
- B. At least one hour prior to the normal start time, or in accordance with the negotiated agreements, the employee must notify their immediate supervisor or designee if unable to report to work for any reason. If the employee is unable to contact his/her immediate supervisor or designee, then he/she may have his/her designee make the contact on the employee’s behalf. Additionally, prior to leaving the work site, the employee must notify their immediate supervisor or designee if unable to continue to work for any reason. An employee who anticipates he/she will be absent from work (due to a personal illness, illness in his/her immediate family, birth, adoption, foster care of a child, or need for time off due to an active duty order of a military family member, or they are injured during active duty) for more than three consecutive work days may qualify for Family and Medical Leave or Military Family Leave and must notify the Human Resources Department.

- C. Employees are responsible for monitoring, managing, entering and correcting their available leave balances by use of EAC. No other employee should have access or control to another employee's EAC account. Employees are responsible for entering all absences within a timely manner, either prior to the leave, during the leave, or soon after but prior to the closing of that pay period. An employee must record an unexpected absence in EAC no later than the end of the work day in which s/he returns. Failure to enter such an absence as prescribed in EAC will result in disciplinary action or termination.
- D. Employees are responsible, if applicable, for entering request for substitute coverage in the designated CCPS software application. Failure to enter the appropriate request for substitute coverage in the designated software application may result in disciplinary action or termination.
- E. Absence without authorized leave may not be used to extend any recognized authorized leave. CCPS monitors leave usage and may impose restrictions on employees determined to abuse the authorized leave provisions. An absence is considered to be unauthorized if the employee has not followed proper notification procedures or the absence has not been properly approved.
- F. Pay shall be deducted from the salary of the employee absent without authorized leave. The pay deduction is at the employee's daily rate of pay. Cumulative absence without authorized leave may impact an employee's credit for service.
- G. Leave without pay (LWOP) is not an entitlement and will not be considered, except in emergency situations.
 - 1. Employees wishing to take trips or vacations during their scheduled work time must utilize their personal leave or annual leave (if applicable). LWOP will not be authorized for trips or vacations.
 - 2. Employees with emergency situations that may require LWOP consideration should contact the Director of Human Resources as soon as possible for consideration.
- H. Employees who are not on an approved leave status shall be considered absent without authorized leave and shall be directed to meet with their immediate supervisor or designee. Absence without authorized leave, at a minimum, constitutes willful neglect of duty. The employee shall be subject to appropriate disciplinary actions, which may include written or verbal counseling, written warning, written reprimand, suspension, or termination of employment, depending on the frequency of abuse of absence without authorized leave during their employment with CCPS.
- I. Savings Clause
 - 1. Nothing in this procedure shall be read to eliminate or reduce any rights provided in negotiated agreements with employee groups.