

# CLINTONDALE COMMUNITY SCHOOLS

35100 Little Mack – Clinton Township, Michigan 48035 - 586-791-6300 – [www.clintondaleschools.net](http://www.clintondaleschools.net)

## BOARD POLICY

### *Series 4000: District Employment*

#### **4200 Employee Conduct and Ethics**

#### **4219 Attendance**

This policy outlines the procedures for handling employee absences and tardiness to be used by any employee who is not in a collective bargaining unit or whose collective bargaining agreement is silent on the issue. Consistent with any applicable collective bargaining agreements or individual employment contracts, all employees must report absences as required by policy or supervisor direction. By ensuring that all employees know what is expected of their attendance, Clintondale Community Schools can promote efficient operation and minimize unscheduled absences to ensure the academic success of our students.

#### **1. General Attendance Expectations**

- Punctual, consistent, and regular attendance is a mandatory provision of employment at Clintondale Community Schools. Employees are expected to report to work on time and remain present for their scheduled work hours. Late arrivals, early departures, and other absences will not be acceptable and disciplinary action may be taken at the discretion of the employee's supervisor. Clintondale Community Schools realizes that there will be instances where a legitimate reason supports absence and will consider each specific situation.
- This section does not apply when absences are covered by the Family and Medical Leave Act (FMLA), leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA), or other forms of leave included in a collective bargaining agreement. These exceptions are described in separate policies.

#### **2. Absences**

- An employee is absent when she/he fails to report to their position at the time they are scheduled to begin work. There are two types of absences:
  - *Excused* absences occur when ALL of the following conditions are met:
    - The absence request is approved in advance by the employee's supervisor.
    - The employee has sufficient accrued personal leave days or another type of approved leave, to cover the absence.

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- The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence unless circumstances are such that prior notice is impossible or as set out in a bargaining unit member's collective bargaining agreement.
- *Unexcused* absences occur when any of the conditions outlined above are not met. An unexcused absence counts as one occurrence for the purposes of discipline under this policy.
- There are several types of absences that may be approved by the district, including sick leave, personal leave, family and medical leave, bereavement leave, and military leave. Each type of leave may have specific requirements and limitations. Employees should consult with their supervisor or human resources representative and consult the collective bargaining agreement or employment contract for more information and limitations for specific types of leave.
- Unless otherwise stated in the collective bargaining agreement, employees with three or more consecutive days of excused absences because of illness or injury must provide Clintondale Community Schools proof of physician's care and a fitness for duty release prior to returning to work.
- Employees must take earned paid time off (PTO) for every absence unless otherwise allowed by company policy (e.g., leave of absence, bereavement, jury duty).

### 3. Notification of Absence

- If an employee is unable to attend work, must leave work early, or arrive late, a supervisor, principal, or HR office must be made aware of the absence as soon as possible. All absences MUST be reported in Aesop prior to the absence or on the day of absence.
- Building secretaries or administrators will not log an employee's absence in Aesop. If an employee does not log his/her absence in Aesop, the employee may be subject to disciplinary action.

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#### **4. Work from Home**

- Working from home is strongly discouraged. Administrators may allow an employee to work from home if extreme circumstances exist and if the employee's job duties can be completed from home. Administrators shall notify the Office of Human Resources if an employee has been given permission to work from home. CEA members will not be allowed to work from home in any circumstances.

#### **5. Tardiness and Early Departures**

- All employees are expected to report to and leave their position in a punctual manner. If an employee is unable to report or return on time, the employee must inform his/her supervisor as soon as possible so that the supervisor may start to make the necessary arrangements. It should be noted that informing a supervisor does not excuse tardiness or absenteeism, which may lead to disciplinary actions.

#### **6. Accumulated Absences**

- Accumulated absences, due to a variety of circumstances such as but not limited to sickness, personal reasons, or vacations, should not exceed the number of days allowed in each employee's contract or collective bargaining agreement. If an employee exceeds the number of days allocated and defined in the respective contracts and agreements, the employee is subject to lost pay, disciplinary action, and potential termination.

#### **7. Contract and Collective Bargaining Agreement (CBA) Stipulations**

- It is the employee's responsibility to be aware and knowledgeable of the exact stipulations covered under each employment contract/CBA. For example, if an employee's CBA outlines that they cannot take a day off prior to or after a holiday, they must be aware of this. An employee who violates the terms of his/her contract or CBA may be disciplined. Contracts and CBAs can be found online on the Clintondale Community Schools website.

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#### **8. Job Abandonment**

- Any employee who misses three days of work without having gone through the procedures to properly notify and communicate with his/her supervisor will be considered to have abandoned his/her position and may be subject to termination. Such termination will be considered a voluntarily termination of the employment relationship.

At the discretion of Clintondale Community Schools, this attendance policy is subject to change at any time with notice. It is the responsibility of all employees to remain informed. By adhering to the requirements of this policy, employees of Clintondale Community Schools will ensure an efficient and smooth work environment that provides the highest quality of service to each student and the community.

***Date adopted: 10/23/23***

***Date revised:***