



Administrative Regulations

South San Antonio Independent School District

D – Personnel	DEC
Page 1 of 1	
Attendance and Absence Reporting - 2023	

ATTENDANCE

Punctuality and good attendance have a positive impact on the overall effectiveness of the school district. Reliable and consistent attendance is a requirement and essential function of all positions to meet the needs of the students.

ABSENCE REPORTING

GUIDELINES

1. All employees are required to clock-in or sign-in and out each day worked.
2. All absences of 15-minute increments or longer must be reported through the District employee absence software system. All employees MUST enter all absences with the appropriate reason code into the system for appropriate documentation.
3. South San ISD does not recognize working from home as a contractual day of attendance. If you must be away from your campus/office, you must document the absence.
4. In addition to entering the absence in the system, all employees are required to notify their direct supervisor when you are absent. If an employee fails to contact their direct supervisor for work, the employee is subject to disciplinary action. If an employee is a no contact/no show for 3 days, the district may conduct a wellness check. No contact/no show for 3 days is considered job abandonment.
5. All School Business must be approved by the immediate supervisor prior to scheduling. Absences should be entered in the absence software system at least one week prior to the absence.

SUPERVISORS

Supervisors should monitor employee attendance and process approvals in the absence software system in a timely manner. If an employee has excessive absences (more than 5 per semester or more than 10 for the year) or tardiness, the supervisor should counsel with the employee. If attendance concerns continue, supervisors should notify the employee in writing with a memo of concern or letter of reprimand and the supervisor shall notify Human Resources.