
Bliss Educational Services Center
1900 Polk Street, Stevens Point, WI 54481
Ph: (715) 345-5456 Fax: (715) 345-7302



ATTENDANCE

The District expects an employee to be present for work, to adhere to their assigned schedule, to perform all assigned duties and to work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's direct supervisor/principal and as may be further specified in other parts of this *Handbook*. Any deviation from assigned hours must have prior approval from the employee's direct supervisor/principal.

An employee who is unable to report to work shall contact the direct supervisor/principal to report the employee's absence as soon as possible prior to the start of the work day. Employees shall enter their absence in ERMA for the purpose of utilizing paid or unpaid time off and notifying the principals/supervisors. Teachers and Special Education Educational Assistants shall also enter their sub request in Frontline Absence Management for the purpose of securing a substitute for the period of absence as soon as possible, prior to the start of the work day. Any time spent not working during an employee's scheduled day must be accounted for with approved leaves of absence.

The District will monitor attendance and absence patterns. The following incidents will be investigated and may result in the appropriate level of discipline including oral and/or written reprimand, suspension and/or possible dismissal from employment:

- theft of time and/or improper modification of time worked records;
- failure to notify the direct supervisor/principal of an absence and failure to report to work on such day; and/or
- failure to return to work the day following the expiration of an authorized leave of absence.