

COMPENSATION AND BENEFITS
LEAVES AND ABSENCES

DEC
(REGULATION)

Definitions

The following definitions of terms will apply:

1. "Absenteeism" means the failure to report to work or remain at work as scheduled, regardless of the reason or amount of time away from work.
2. "Paid time off (PTO)" means a bank of days in which the District pools state and local days, allowing employees to use the days as the need or desire arises.
3. "Scheduled PTO absence" means any absence for which the employee has obtained prior approval from an authorized supervisor and has reported in the absence reporting system as required. Scheduled PTO is taken at the employee's discretion and is scheduled in advance.
4. "Unscheduled PTO absence" means any absence for which the employee did not obtain prior approval from an authorized supervisor. Approval of leave after the fact to cover an unscheduled absence will not prevent the absence from being considered unscheduled. A deduction from pay for an unscheduled absence will not preclude the imposition of disciplinary action.
5. "Excessive absenteeism" means any absences that exceed the guidelines established in this regulation and/or negatively impact departmental/school operations, as determined by the supervisor.
6. "Patterned absenteeism" means any absences for which a pattern exists. Examples include, but are not limited to, absences that are adjacent to weekends or holidays, or scheduled days off or absences that occur at the same time each year.
7. "Progressive discipline" means a process for dealing with inappropriate employee behavior or unsatisfactory job performance by which the severity of the discipline generally increases with repeat offenses.
8. "Abuse of leave" means misrepresenting the need to be absent or use of leave, falsifying information or documents related to absences or leave, or taking any other action in order to circumvent policies, guidelines, procedures, or regulations.
9. "Job abandonment" means absence from the workplace for three consecutive workdays, without authorized leave or proof of incapacity.

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10. "Leave without pay" means any absence, regardless of the type or duration, for which the employee receives no compensation.
11. "Unauthorized leave" means any absence from the workplace without proper approval, or failure to report absences to supervisors and the District through the District's automated absence reporting system.
12. "Tardiness" means the failure to report to work at the scheduled start time and/or failure to return to work promptly at any point during the normal workday (e.g., lunch, breaks, and the like). For purposes of this regulation, "report to work at the scheduled start time" means reporting to the location where assigned duties are to be performed and not merely signing or clocking in. For example, a teacher who is assigned to take charge of students at XX a.m. must be in the designated classroom or at the designated place of assignment not later than that time, regardless of the time the teacher signed in.

Order of Use

Earned compensatory time will be used before any available paid PTO. Available PTO will be used before deducting from an employee's pay. [See DEAB]

Unless an employee requests a different order, available paid state and local leave will be used in the following order:

Reason for Absence	1st Used Balance	2nd Used Balance	3rd Used Balance	4th Used Balance
Local Personal (formerly Vacation)	Local personal	Local sick	State sick	State personal (PB)
Personal (PB)	State personal (PB)	State sick	Local sick	Local personal
Sick	Local sick	State sick	State personal (PB)	Local personal
Maternity	Local sick	State sick	State personal (PB)	Local personal
Family Emergency	Local sick	State sick	State personal (PB)	Local personal

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Recording

Leave will be recorded as follows:

1. Leave will be recorded in whole-day and half-day increments for all employees.
2. If the employee is taking intermittent FMLA leave, leave will be recorded in one-hour increments.
3. If the employee chooses to offset leave against workers' compensation benefits, leave will be recorded in the amount used.

Concurrent Use of Leave

When an absent employee is eligible for FMLA leave, the District will designate the absence as FMLA leave.

The District will require the employee to use temporary disability leave and paid leave, including compensatory time, concurrently with FMLA leave.

When an employee is absent ten or more consecutive workdays for medical reasons, the District will require the employee to request a leave of absence.

An employee receiving workers' compensation income benefits may be eligible for paid or unpaid leave.

Reporting to Work

Each employee will report to work at the scheduled start time, working all scheduled hours, including required approved overtime, and remain on duty until the scheduled end time.

Clock In / Out

Each substitute employee will sign in and out using the District's timekeeping system.

Each substitute extra-duty employee, whether exempt or nonexempt, will sign in and out using the District's timekeeping system.

Each nonexempt employee will sign in and out using the District's timekeeping system.

Each exempt employee will sign in using the District's timekeeping system for any extra-duty work.

Each employee who has retired through the Teacher Retirement System of Texas (TRS) will sign in and out using the District's timekeeping system. [See DC(REGULATION)]

If an employee leaves during a regular school day/workday, the employee must receive prior permission from the principal/department head and must follow stated procedures for taking PTO, including entering one-half day for departures or late arrivals of 3.5 hours or more.

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Timecard Review
and Approval

For each exempt employee who works extra duty, each nonexempt employee, and each employee who is a TRS retiree, the employee's supervisor must approve in the District's ERP by 5:00 p.m. on Wednesday of each week all time for the previous week.

Nonexempt
Employees

Nonexempt employees will be compensated on an hourly basis for all hours worked. Nonexempt employees are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours.

A nonexempt employee will have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but will be compensated in accordance with the Fair Labor Standards Act.

Supervisors of nonexempt employees will ensure an agreement or understanding with employees regarding the form of compensation for overtime (monetary or compensatory time off) prior to the performance of the work occasioning the overtime duty. Such an agreement or understanding should be noted on a "Request/Approval for Overtime" form, unless the time is under an hour, wherein a calendar notation or a memo to an internal departmental file will suffice.

Compensatory time earned by nonexempt employees may not accumulate beyond a maximum of 60 hours. Compensatory time will be used within the duty year in which it is earned. Use of compensatory time may be at the employee's request or as determined by the employee's supervisor to protect the District's schedules and activities.

The District will pay employees who are exempt from the overtime pay requirements of the Fair Labor Standards Act (FLSA) on a salary basis.

Overtime pay is only required for hours physically worked over 40 in a workweek. Hours for which employees are paid, but during which no actual work is done, are not counted when calculating the number of hours worked. Therefore, paid time off for personal leave, sick leave, jury duty, and compensatory time off is not counted when determining whether the 40-hour threshold was exceeded.

Workday

Nonexempt full-time employees will work a minimum workday of eight hours, to result in 40 hours per week. The daily work schedules for a nonexempt employee are further described below:

- Nonexempt employees at the administration and satellite offices have a set work schedule of 8:00 a.m. to 5:00 p.m., with

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a one-hour lunch period, thereby completing an eight-hour workday. The lunch period is not work time and is not paid.

- Some nonexempt employees at the campuses, including teacher assistants, secretaries, clerks, campus monitors, library support technicians, deaf interpreters, cafeteria managers, and substitutes who work in these positions, will work an eight-hour day scheduled by the school, including a 30-minute paid lunch period.

Workweek The District's typical workweek for the purpose of computing overtime is 12:00 a.m. Saturday until 11:59 p.m. Friday.

Starting and Ending Work Hours (Incidental Time) A ten-minute window, allowing for early or late arrival and departure times per the employee's schedule, as defined in District's ERP System, will be used to compute the number of hours worked per day.

That is, working 7 hours and 50 minutes of an eight hour official daily schedule will not result in a loss of pay. The allowance window will be programmed into the District's ERP System. However, employees are cautioned that the allowance window is an exception, and all employees are expected to routinely start and end their work shifts at the prescribed times. Supervisors will be responsible for ensuring that employees adhere to and comply with established work schedules.

Emergency Callback Emergency callback pay eligibility is limited to those employees who are eligible for overtime compensation. Employees eligible for 1.5-time overtime (nonexempt employees) receive 1.5-time for emergency callback overtime. Whenever an employee is called back on an emergency basis to work after regular working hours and after having left the job site, or called back to work a double shift, the employee will be eligible for emergency callback pay. Employees will be paid or will accrue compensatory time at a rate of time and one-half for all hours worked, with a minimum of two hours at 1.5 time for each callback occurrence. If an employee is called out and another call comes in within the two-hour time period, regardless of the reason for the second call, the second call is not another emergency callback. Any callback while an employee is on the clock is considered an extension of the original callback. An emergency is defined as "an unforeseen combination of circumstances or the resulting state that calls for immediate action, a pressing need." Particularly of paramount importance is when such a situation or condition affects the health and safety of students, staff, parents, or the general public or concerns the protection of property. The appropriate foreman or supervisor should be contacted and apprised of the situation or circumstance. This person's

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	<p>responsibility is to determine whether an “emergency” exists, and then to direct authorization of the proper employee or staff response/action. Documentation stating the need for the emergency callback must be maintained in the department for possible review.</p>
<p>Examples of Emergencies</p>	<p>The following list is not intended to be all-inclusive of emergencies that may occur:</p> <ol style="list-style-type: none">1. Open or vandalized school buildings or other District facilities.2. Busted or broken water pipes.3. Lack of water or limited availability of water service.4. Sewage or other plumbing problems.5. Electrical outages, damaged power lines, or live wires on the premises.6. Air conditioning or heating problems.7. Gas leaks.8. Graffiti that is offensive, vulgar, racial, derogatory, sexually explicit, threatening, and the like.9. Acts of nature or other incidents that question the integrity of a structure.10. Broken windows that permit entry into a building.11. Broken windows that, if not repaired immediately, may cause damage to the interior of a structure or furnishings and equipment.12. Other events or occurrences that warrant immediate action or attention for health and safety reasons.
<p>Requesting Approval for Leave</p>	<p>Each employee will follow all policies, procedures, and regulations when seeking approval for absences from the supervisor. The administration recognizes that extenuating circumstances may arise (e.g., accidents, major illness, death in the family, and the like) that may require an employee be absent from work. In such cases, the employee is responsible for notifying the supervisor as soon as possible.</p>
<p>Documentation</p>	<p>Each employee must provide accurate documentation to supervisors regarding extended absences reported for health-related issues. Documentation for absences reported as bereavement, jury service, and military service must be provided to the Payroll Office.</p>

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**Reporting Absences
from Duty**

With the exception of a regular leave of absence, all District employees will use the automated absence reporting system to report all absences. An employee must report an absence in the automated absence reporting system as soon as the need for the absence is known. More specifically, the absence must be reported in the automated absence reporting system no later than 6:00 a.m. on the day of the absence if a substitute is required to cover an employee's responsibilities. If a substitute is not required to cover the employee's responsibilities, the absence must be reported in the automatic reporting system no later than the employee's scheduled time to report to work.

In addition, the employee must notify the principal or designee, or the immediate supervisor or designee if it is necessary to be late for work or absent for any reason. Notification must be made as soon as an absence is known, especially if a substitute is required to cover an employee's responsibilities. In the event of an emergency, notification should be made at the earliest practical time.

Corrections to absences shall be requested in writing to Talent Management Central Calling and the Payroll department within five days after the employee returns to work. All requests must be approved by the requesting employee's Principal, or Department Manager/Director.

**PTO of 10 or More
Days**

If an employee will be absent using PTO for medical purposes for ten or more consecutive workdays, the employee must contact Leaves and ADA Management in the Employee Benefits department to request a leave of absence.

**Certification of
Illness**

An employee using temporary disability leave, family and medical leave, or regular leave of absence for the employee's serious health condition or a serious health condition of a spouse, parent, or child must provide medical certification of the disability or illness no more often than every 30 days in connection with an absence by the employee unless the condition will last for more than 30 days.

More than 30 Days

If the medical certification indicates that the minimum duration is more than 30 days, the District will wait to request a recertification until the specified period has passed. In all cases, the District may request recertification every six months in connection with an absence by the employee.

Less than 30 Days

An employee will be asked to provide recertification in less than 30 days if:

1. The employee requests an extension of leave;

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2. The circumstances described in the previous certification have changed significantly; or
3. If the District receives information that casts doubt upon the employee's stated reason for the absence or the continuing validity of the certification.

An employee who is absent more than three, but fewer than ten, consecutive workdays, because of personal illness must submit a written statement or release from a qualified health-care provider confirming the specific dates of the illness, the date the employee is able to return to work, and fitness to perform the work. An employee absent more than three consecutive workdays because of illness in the immediate family must submit, upon return to work, medical certification of the family member's illness.

Return to Work

An employee granted leave for a personal medical reason must report to and receive clearance from the Health Services department before returning to work. The employee must have a health-care provider's written statement or release confirming the specific dates of the illness, restrictions, if any, and the date the employee may return to work. The Health Services division will notify Leaves and ADA Management in the Employee Benefits department regarding all employees who have been released to return to work. Failure to provide documentation will result in a loss of pay.

Inclement Weather

Absences during inclement weather will be governed by the following provisions:

1. Any employee who fails to report on time to his or her assignment when school and other District facilities have been declared open will use a PTO day for each day absent. The District will adjust the salary of each day of absence by an employee who has no available PTO days.
2. Exceptions may be made at the discretion of the Board.

Abuse of Leave

Abuse of a leave policy, misrepresentation of the need to use leave, or falsification of documentation from a health-care provider will constitute grounds for appropriate disciplinary action, up to and including a recommendation for termination in accordance with District policies. [See DCD and DF series]

When an employee's absences become a concern or a pattern of absences becomes established, the principal/supervisor will review with the employee the reasons for such absences, and such absences may be subject to verification.

District employees on leave of absence will refrain from conducting District business, attending school-sponsored events or activities,

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and visiting District property unless such conduct is related to the employee's leave status or parental obligations.

Scheduled PTO

Scheduled PTO may be taken at the employee's discretion and is scheduled in advance. A written request must be submitted to the principal/designee or immediate supervisor/designee three work-days in advance of the anticipated absence. Leave will be granted on a first-come, first-served basis, with a maximum of ten percent of campus or departmental employees in each category permitted to be absent at the same time for personal leave. Use of leave will be considered granted unless the principal or supervisor notifies the employee to the contrary 24 hours prior to the first date of requested absence. If the supervisor approves the leave, the employee will immediately report the absence in the District's automated absence reporting system.

In deciding whether to approve or deny any scheduled PTO requested by an employee, the supervisor or designee will not seek or consider the reasons for which the employee requests to use leave.

Limitations and
Schedule
Restrictions

Any scheduled PTO taken at the employee's discretion must not exceed ten consecutive workdays without prior written approval from the appropriate leadership team member or designee.

No scheduled PTO taken at the employee's discretion will be permitted on the day before a school holiday, the day after a school holiday, days scheduled for end-of-semester or end-of year examinations, days during the first two weeks of the instructional year, or days scheduled for state-mandated assessments without prior written approval from the appropriate leadership team member or designee. Failure to obtain prior written approval may result in a deduction from the employee's pay.

Unscheduled PTO

Unscheduled PTO may be used for reasons that allow very little, if any, advance planning, such as personal illness or illness in the immediate family, a family emergency, or bereavement. For leave that is not taken at the employee's discretion, the employee must notify the supervisor as soon as possible and report the absence in the District's automated absence reporting system. The absence must be reported in the automated absence reporting system no later than 6:00 a.m. on the day of the absence if a substitute is required to cover an employee's responsibilities. If a substitute is not required to cover an employee's responsibilities, an absence must be reported in the automated reporting system no later than the employee's scheduled time to report to work.

Bereavement Leave

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An employee may choose to use the two paid workdays of bereavement leave on the day a death occurs or on any day thereafter, up to and including the calendar day after the funeral.

The employee may use up to five workdays per occurrence; however, only two of those workdays will be permitted at no loss of accumulated leave. If an employee has no available paid leave at the time of a death in the employee's immediate family, the District will grant the employee a maximum of three additional days of bereavement leave for which the District will deduct the daily rate of an appropriate substitute, whether or not a substitute is employed.

Appropriate documentation must be provided for all bereavement leave. The documentation must establish the relationship between the employee and the deceased and will be kept on file by the principal or designee, or the immediate supervisor or designee, with a copy sent to the Payroll Office.

**Family and Medical
Leave**

When requesting leave under the Family and Medical Leave Act (FMLA), an employee must notify his or her principal or designee or immediate supervisor or designee and contact Leaves and ADA Management in the Employee Benefits department for the application procedure.

An employee is entitled to 12 work weeks of FMLA leave during the 12-month period of the District's fiscal year, taken either in blocks, intermittently, or on a reduced-leave schedule under certain circumstances.

**Temporary Disability
Leave**

An employee must notify his or her principal or designee, or the immediate supervisor or designee, when requesting temporary disability leave. In addition, a written request must be made to Leaves and ADA Management — Employee Benefits Department; the request must be accompanied by a health-care provider's statement confirming the employee's inability to work. The health-care provider's statement must state the date the disability commenced or will commence and the probable date when the employee's condition will no longer interfere with the performance of regular duties.

If leave extends beyond available FMLA leave, a non-educator may be assigned or reinstated to employment, subject to the availability of a position for which the employee is qualified. The employee's salary will be commensurate with the position to which the employee is assigned.

There is no compensation for temporary disability leave except to the extent that the employee may have accumulated available leave.

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Assault Leave

Any District employee who is physically assaulted during the performance of regular duties is eligible for assault leave in order to recuperate from physical injuries sustained as a result of the assault. [See DEC(LEGAL)]

Any assault must be reported at once to the principal or designee, or to the immediate supervisor or designee. At an employee's written request, the District will immediately assign the employee to assault leave. The employee must submit the request to Leaves and ADA Management — Employee Benefits Department within a reasonable amount of time following the incident.

Within ten working days of the request for assault leave, the employee must also provide medical certification indicating the amount of time off necessary to recuperate from physical injuries sustained as a result of the assault. A physician's medical report, documenting the physical injury recuperation, must be provided to Leaves and ADA Management — Employee Benefits Department for review every four weeks in cases of prolonged absences.

**Workers'
Compensation**

The District provides workers' compensation benefits to employees who suffer work-related illness or are injured on the job. Benefits may pay for medical treatment and replace part of the income lost by the employee while recovering. Specific benefits are prescribed by law, depending on the circumstances of each case.

All work-related accidents or injuries must be reported at once to the principal or designee, or to the immediate supervisor or designee. An employee who is unable to work due to a work-related injury will be notified by the state Workers' Compensation Commission of the employee's rights and responsibilities under the Texas Labor Code after the appropriate injury reports have been submitted.

The employee must inform the appropriate administrator whether he or she chooses to use available paid leave while receiving workers' compensation wage benefits.

**Court Appearances /
Subpoenaed Witness
Leave**

The District will approve leave for an employee to officially serve on a petit jury or grand jury, or to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding that is not pursuant to an employee's personal business or for personal reasons.

This leave will extend as long as the employee is officially serving on a petit jury or grand jury, or for the duration of the subpoena, which must be presented for verification.

The employee must report to duty on the day he or she is released from official petit jury or grand jury duty or the court proceeding, if

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four or more hours remain in the workday, and the absence is not for an employee's personal business. An employee on jury duty must verify the service by presenting appropriate documentation and will be allowed to retain any compensation received.

In accordance with law, there is no loss of pay or loss of accumulated District leave for absences incurred because the employee complies with a jury summons or a valid subpoena. A copy of the certificate, paystub, or subpoena must be sent to the payroll office.

For absences for voluntary court appearances not related to a valid subpoena, leave will be deducted from the employee's available leave or will be taken by the employee as leave without pay.

**Regular Leave of
Absence**

A District employee may be granted leave for up to one year, or the remainder of a duty year, after completion of three years of service in the District. The Superintendent or designee may also consider a yearlong leave of absence for an employee who has completed fewer than three years of service.

This leave may be granted only if the employee is not eligible for any other leave. This leave may be granted for any of the following reasons except for the pursuit of gainful employment:

1. Serious illness of the employee;
2. Serious illness of a member of the employee's immediate family;
3. Child care;
4. Personal hardship, for which facts justifying the request have been submitted;
5. For study at an institution of higher learning, for which verification of acceptance has been submitted;
6. Extensive travel that may be considered of equal educational value to training or research at an institution of higher learning; or
7. For special service related to education at an approved college or university, the Texas Education Agency or another governmental agency, exchange teaching, recognized professional organizations, the Peace Corps, the Job Corps, or an elective office.

All applications for the beginning of the following school year must be made in writing to Leaves and ADA Management — Employee Benefits Department by May 1. Exceptions may be granted in cases of emergencies or extenuating circumstances after the May

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1 deadline, by written request to Leaves and ADA Management — Employee Benefits Department at the earliest practical time.

Leaves of absence will not be granted more often than once in seven years, except on approval of the Superintendent.

Military Leave

In accordance with law, a District employee who is a member of the state military forces or of the reserve components of the U.S. armed forces is entitled to military leave for authorized training or duty ordered or authorized by proper authority. The employee must notify his or her principal or designee, or immediate supervisor or designee by presenting a copy of the order, directive notice, or other documents requiring the employee's absence from work for military training or service.

When returning from military training or service, the application must be made in writing to Leaves and ADA Management — Employee Benefits Department and have attached to it evidence of the veteran's discharge separation or release from military services under honorable conditions. [See DECB]

**Local
Pregnancy/Parenting
/Adoption Leave**

The combined total of paid leave days shall not exceed six consecutive calendar weeks. The District shall grant a leave of absence for a maximum of six consecutive calendar weeks, as measured from the date of childbirth or adoption, or from the first official date of medical leave, whichever occurs earlier, to any District employee, other than a substitute or temporary employee, who:

1. Suffers a disability caused by pregnancy;
2. Experiences childbirth; or
3. Adopts and cares for a child up to two years of age.

If both spouses are employed by the District, the District shall limit the local pregnancy/parenting/adoption leave to a combined total of six weeks, and the combined total of paid leave, beyond the employee's available paid leave, shall not exceed 20 consecutive workdays.

The District shall require the employee to use local pregnancy/parenting/adoption leave concurrently with FMLA leave, as applicable.

**Local Personal
Leave**

Beginning September 1, 2019, the District will no longer provide paid vacation to employees working 239 days or more in a work year. Rather, the District will provide local personal leave, based on the number of years of service completed since the most current hire date, as follows:

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Years of Completed District Service	Local Personal Days Earned Per Fiscal Year
1-10 years	10
11-20 years	15
More than 20 years	20
Deputy Superintendents, Division Chiefs, Associate Superintendents, Assistant Superintendents, General Counsel (not based on years of service)	20

Local personal days will be earned for prorated purposes as follows:

1. An employee entitled to ten local personal days per year will earn at the rate of .833 days per month.
2. An employee entitled to 15 local personal days per year will earn at the rate of 1.25 days per month.
3. An employee entitled to 20 local personal days per year will earn at the rate of 1.66 days per month.

Local personal days will not accumulate from one year to the next.

Local personal days must be used within the fiscal year in which they are earned, or they will be forfeited.

An employee will not earn any local personal days when he or she is in unpaid status. An employee using full or proportionate paid leave will be considered to be in paid status.

The District shall not approve paid leave for more leave days than have been accumulated in prior years, plus leave currently available. Any unapproved scheduled PTO absence for which the employee did not obtain approval from an authorized supervisor, or absences beyond accumulated and available paid leave, shall result in deductions from the employee's pay.

An employee who terminates employment before the end of the fiscal year will be required to refund the value of one day of pay for each day of unearned local personal leave taken.

When an employee resigns or retires from the District, the final paycheck will reflect all compensation for salary or any adjustment or balance that may be owed to the District.

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If an employee separates from employment with the District before the last day of the fiscal year or begins employment after the first day of the fiscal year, local personal days will be prorated based on the actual time employed, in accordance with this administrative regulation.

**Progressive
Discipline**

Violations of District
Policies and
Regulations

Principals and supervisors should identify and address violations of District policies and procedures as they arise by taking appropriate, progressive disciplinary action as warranted. Examples of employee violations include:

1. Failing to be at work during the scheduled time;
2. Not notifying the supervisor of absences in accordance with this regulation;
3. Not reporting absences in the District's automated absence reporting system; and
4. Falsifying information related to an absence.

Excessive
Absences

Employee absenteeism has student performance and financial implications for the District. When an employee's absences become a concern or a pattern of absences becomes established, the principal or supervisor will review with the employee the reasons for such absences, and the absences may be subject to verification. Depending on the circumstances, some types of absences may not be considered when determining whether an employee's absences are excessive.

Principals and supervisors should continually monitor employee absences and how they affect student learning and District operations. Principals and supervisors should watch for patterns of absences. Absences that are so numerous as to limit the effectiveness of the performance of assigned duties may lead to disciplinary action for failure to perform duties in a timely manner or as assigned.

When excessive absences are observed, the first step is for the principal or supervisor to meet with the employee to discuss the following:

- The specific attendance problem (total number of days absent, pattern of absenteeism);
- The effect of the employee's absenteeism on the District;
- Any circumstances that might explain the employee's high absence rate;

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- The need to correct the problem and the means of doing it; and
- A date for a follow-up conference to review the employee's absence record for improvement.

If the absenteeism persists, or when unscheduled absences in a school year reach a number referenced below, the supervisor may use the following guidelines to address the issue. The District recognizes that extenuating circumstances may arise (e.g., accidents, major illness, death in the family, and the like) that may require the employee to be absent from work. The District also recognizes that situations, such as patterned absenteeism, might arise before the 6/7/8 days are exhausted and may need to be addressed in a more timely manner. Consistency and fairness are of paramount importance when administering progressive discipline.

Unscheduled Absences: 10-Month Employees	Unscheduled Absences: 11-Month Employees	Unscheduled Absences: 12-Month Employees	Progressive Disciplinary Action
6-7	7-8	8-9	Verbal conference
8	9	10	Letter of concern
9	10	11	Letter of reprimand
10+	11+	12+	Confer with the Office of Employee Services for appropriate disciplinary action, up to and including termination

10-month employees receive five state/five local leave days; 11-month employees receive five state/six local leave days; and 12-month employees receive five state/seven local leave days.

Employees will have an opportunity to present letters of explanation for letters of concern or reprimand.

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Excessive
Tardiness / Early
Exits

Tardiness and early exits can have the same negative impact as excessive absenteeism on student performance and departmental/school operations. When an employee’s tardiness or early exits become a concern or a pattern is established, the principal or supervisor will review with the employee the reasons for the tardiness or early exits, and the tardiness or early exits may be subject to verification.

The District recognizes that extenuating circumstances may arise (e.g., accidents, unexpected illness, and the like) that may require the employee to be late to work, to be late returning from lunch and/or breaks, or to leave before the end of the workday. Consistency and fairness are of paramount importance when administering progressive discipline.

Supervisors will use the following guidelines to address excessive tardiness or early exits that may occur during the school year.

Number of Tardies and/or Early Exits	Progressive Disciplinary Action
1-3	Verbal conference
4-5	Letter of concern
6-7	Letter of reprimand
8+	Confer with the Office of Professional Standards for appropriate disciplinary action, up to and including termination

Employees will have an opportunity to present letters of explanation for letters of concern or reprimand.