

Personnel**Consecutive Absence Policy**

Employees at The Academy are expected to be at work as scheduled and to work overtime as requested by The Head of School or their designee. Employees are expected to report to work based upon the scheduling needs of the Academy.

It is the responsibility of employees to notify their supervisor as soon as they know that they are going to be absent for any reason. Because of the need to operate as efficiently as possible, and in fairness to other employees who must assume the duties of absent employees, any employee who is, or has been, unable to report to work for any reason for a period of six (6) consecutive months, will be terminated, unless otherwise determined by the Head of School. This termination will not affect whatever rights and/or benefits the employee might have under either The Academy's disability or worker's compensation (injury/not termination) programs.

Policy Adopted: March 20, 2018

The Woodstock Academy
Woodstock, Connecticut