



Employee Attendance-Procedure

1. Requirements of Employees :

- a. Employees are expected to attend to personal matters and obligations outside of working hours.
- b. Employees are expected to:
 - i. submit a request for leave for any planned absence to their supervisor as far in advance as possible, for consideration of acceptance.
 - ii. make contact and inform the supervisor or designate, as soon as possible, regarding any unplanned absence, tardiness, or early departures.
- c. When an employee is absent without prior approval or contact with their supervisor, SEC shall apply Progressive Discipline, up to and including termination. In situations where an employee is absent five (5) or more consecutive working days without prior approval or contact with their supervisor, SEC may terminate due to abandonment of duties.
- d. Employees who are absent because of inclement weather or other unforeseen circumstances, when their school or office is open and roads/streets have not been closed, shall be deducted salary.

2. Requirements of Supervisors

- a. SEC supervisors will review the following with staff, at the start of the school year, and as needed:
 - i. attendance expectations, and
 - ii. procedures to be used for requesting/advising of absenteeism.
- b. Sec Supervisors shall identify and address:
 - i. excessive absenteeism/tardiness,
 - ii. patterns of absences,
 - iii. questionable explanations for absences,
using the Employee Attendance Interview Report form (Exhibit E.3.L-EX1).
- c. To address absenteeism/tardiness, the Supervisor shall:
 - i. meet with the employee regarding their personal attendance report,
 - ii. clarify attendance expectations,
 - iii. develop an attendance improvement plan with the employee,
 - iv. inform the employee of the supports available to them (including the Employee Assistance Program).
- d. When an attendance improvement plan produces no improvement, consequences up to and including termination could result.

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