



## 8002.2 Absenteeism and Tardiness Administrative Regulations

Effective Date: September 8, 2017

### JCS-Inc. Administrative Regulations

#### **Procedure:**

##### 1. Definitions:

- a. **Absence:** Not being present at one's assigned workstation as scheduled.
- b. **Tardy:** Not reporting to or remaining at one's assigned work site in an appropriate manner (whether for the start of the work day, end of the work day, after a break period, or after a meal period).
- c. **Scheduled Absence:** An absence requested by an employee in advance and approved by the immediate supervisor. Examples of a scheduled absence would include the following:
  - i. Jury duty or court appearance with notice
  - ii. Military Leave
  - iii. Bereavement Leave
  - iv. Disability leave (including leaves covered by Worker's Compensation)
  - v. Absence due to illness (see procedures below)
  - vi. Personal emergency absence with supervisory approval (see procedures below)
  - vii. Family or Medical Leave
  - viii. Approved vacations
  - ix. Holidays
- d. **Unscheduled Absence:** An absence without prior notification to the supervisor.
- e. **Scheduled Tardiness:** Tardiness in reporting to the workplace requested by an employee and approved by the supervisor.
- f. **Unscheduled Tardiness:** Tardiness in reporting to the workplace for reasons not acceptable to the supervisor.

##### 2. Attendance warning: An attendance warning may be issued by a supervisor for the following events:

- a. Each unacceptable unscheduled absence
- b. A pattern of unscheduled absences. Examples of the designation of a pattern include (but are not limited to):
  - i. A series of Friday and or Monday absences due to illness within a four week period
  - ii. A series of periodic absences due to illness within a four week period, except for FMLA leave
  - iii. A pattern of absences due to illness adjacent to other scheduled days off (e.g. vacations, holidays).

Each supervisor must use discretion when designating a pattern of absences. Human Resources must be consulted before an attendance warning is issued for reasons of a pattern of absences.

- c. A pattern of tardiness. An example of the designation of a pattern of tardiness would include a series of periodic tardiness within a four-week period.
  - i. Each supervisor must use discretion when designating a pattern of tardiness. Human Resources must be consulted before an attendance demerit is issued for reasons of a pattern of tardiness.
3. Notification of Supervisor: Notification of one's supervisor must consist of direct contact with the supervisor, typically via telephone between the employee and the supervisor. Notification of a supervisor does not include utilization of a third party (e.g. E-mail, voice-mail, memo, fax, etc.) except when the employee is incapacitated.
4. Reporting Procedures (Employee Responsibilities)
  - a. Absence Due to Illness
    - i. If an employee becomes aware that s/he is ill (or that the employee's dependent is ill) and thus will be absent, s/he must notify the immediate supervisor as far in advance as possible. A telephone call to the supervisor the evening before or the morning of the absence (no later than one hour after the starting time for the work day) is acceptable.
    - ii. The employee must notify the supervisor EACH day of absence, unless instructed to do otherwise by the supervisor.
  - b. Personal Emergency Absence
    - i. Same as for Absence Due to Illness
  - c. Notification of Tardiness
    - i. Same as for Absence Due to Illness
  - d. Medical Appointments During Scheduled Work Time
    - i. Emergency Medical Appointments: Emergency medical appointments normally occur for reasons related to acute illness (sudden onset) or injury, whereby the scheduling of a medical appointment cannot avoid scheduled work time.

Emergency medical appointments scheduled during work time by non-exempt employees must receive supervisory approval. If approved, the employee will be required to clock out for the duration of the leave, and may request or be required to use accrued sick time, or may request to use accrued vacation or personal time. The employee is also required to submit a request for time off form (before or after the absence, as the emergency situation dictates) for approval.
    - ii. Non-Emergency Medical Appointments: Non-emergency medical appointments normally occur for reasons related to chronic illness (long duration or frequent recurrence) or routine appointments, whereby the scheduling of a medical appointment can avoid scheduled work time. Non-emergency medical appointments scheduled during work time by non-exempt or salaried non-exempt staff may be allowed with proper advance notification.

The employee will be required to clock out for the duration of the leave, and may request or be required to use accrued sick time, or may request to use accrued vacation or personal time. The employee is also required to submit a request for time off form for approval.

## 5. Reporting Procedures for Payroll (Supervisor's Responsibilities)

### a. Absence Due to Illness

- i. *Non-Exempt Employees:* The employee's approved request for time-off form, which will indicate if accrued sick, vacation, or personal time is to be used, should be forwarded to the Payroll department with the supervisor's monthly payroll packet. The employee is required to indicate approved use of accrued time on their time sheet. Time off due to illness that is not being paid with accrued sick, vacation, or personal time is unpaid, and the time off request form is the only documentation the supervisor needs to submit to Payroll.
- ii. *Exempt Employees:* An exempt employee's pay may not be reduced for reasons of tardiness or absenteeism of less than one full day if the exempt status is to be maintained. However, an exempt employee must use accrued sick time to compensate for full-day absences due to illness, and may use accrued vacation or personal time to compensate for any full-day absence. If the exempt employee chooses not to use accrued time to compensate for a full-day absence, the exempt employee will be docked a full day's salary for each full-day absence.

### b. Absences Not Due to Illness

- i. *Non-Exempt Employee:* The employee's approved request for time-off form, which will indicate if accrued vacation or personal time is to be used, should be forwarded to the Payroll department with the supervisor's monthly payroll packet. The employee is required to indicate approved use of accrued time on their time sheet. Time off that is not being paid with accrued vacation or personal time is unpaid, and the time off request form is the only documentation the supervisor needs to submit to Payroll.
- ii. *Exempt Employee:* An exempt employee's pay may not be reduced for reasons of tardiness or absenteeism of less than one full day if the exempt status is to be maintained. However, an exempt employee must use accrued vacation or personal time to compensate for full-day absences. If the exempt employee chooses not to use accrued time to compensate for a full-day absence, the exempt employee will be docked a full day's salary for each full-day absence.

### c. Tardiness

- i. *Non-Exempt Employee:* Non-exempt employees are paid for time worked only. Tardiness of one hour or more may be compensated with accrued sick time (if due to illness) or accrued vacation or personal time, if the immediate supervisor approved (use the request for time off form to indicate approval). Tardiness of less than one hour, or unapproved tardiness, is unpaid time.
- ii. *Exempt Salaried Employee:* An exempt employee's pay may not be reduced for reasons of tardiness or absences of less than a full day if the exempt status is to be maintained.

## 6. Reporting Procedures for HR (Supervisor's Responsibilities)

- a. *Absence Due to Illness (3 or more consecutive days):* Once an employee is absent for three (3) or more consecutive days, the supervisor must notify the Human Resources Director on the employee's third day of absence.

## 7. Excessive Absenteeism, Disciplinary Action

- a. The determination of excessive absenteeism shall be based upon the number of attendance warnings issued within the rolling twelve-month period and the business needs of Julian Charter School, Inc (JCS).
- b. When a supervisor determines that an employee's tardiness or absenteeism has become excessive, the supervisor will contact the Director of Human Resources to discuss the situation and receive counsel and instruction.
- c. Unless superseded by an individual employment contract between JCS Board and an employee, employment with JCS is on an at-will basis. Excessive absenteeism or tardiness may be disciplined up to and including termination.

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