

POLICY 4280

EMPLOYEE ATTENDANCE AND PUNCTUALITY

Regular attendance is an essential job function. In the event of illness or other absence, the employee shall notify the automated substitute assignment system and/or his/her immediate supervisor prior to the employee's work starting time in accordance with district procedures.

Tardiness, unexcused absences, patterns of absenteeism (e.g. same days over a period of time), fraudulent use of paid or unpaid leave, and excessive excused absences (other than FMLA or ADA/WFEA-approved leave) are cause for progressive corrective actions including disciplinary action up to and including discharge.

CROSS REF.: Policy 4110, Equal Opportunity Employment and Affirmative Action  
Policy 4231, Staff Physical Examinations  
Policy 4323.1, Family and Medical Leave  
Employee Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: July 25, 2006  
September 23, 2014  
October 28, 2014  
March 28, 2017

RULE 4280

EMPLOYEE ATTENDANCE AND PUNCTUALITY

1. An employee is responsible for notifying the automated substitute assignment system and/or his/her supervisor of his/her absence no later than 60 minutes prior to the employee's work starting time.
  - a. The employee must indicate the reason for the absence and advise when he/she will report back to work.
  - b. If the length of time of the absence is unknown, the employee shall provide this notification each day of the absence.
  - c. Employees absent from work due to an illness or injury may be required to submit a doctor's certificate or other appropriate medical authorization as deemed appropriate by the employee's supervisor.
  - d. Employees must follow additional department guidelines where appropriate.
2. Tardiness, unexcused absences, patterns of absenteeism (same days over a period of time) and excessive excused absences (other than FMLA) are cause for progressive corrective action. Any disciplinary action taken shall be consistent with district policies and rules.
  - a. An employee is considered absent if he/she is not present for work as scheduled, regardless of the cause.
  - b. An employee is considered tardy if he/ she reports to work after the scheduled start time (unexcused).
3. Department managers and principals will develop and communicate work schedules to reflect a start and end time.
4. Supervisors are to give special attention to absence patterns such as:
  - a. Absences before or after the weekend;
  - b. Absences the day before and/or the day after a scheduled holiday or day off;
  - c. Calling in sick as rapidly as sick time is accrued;
  - d. Calling in sick or tardy after the scheduled start time; and
  - e. Absences the day before or the day of "hunting" season.