

## **STAFF ABSENCES AND TARDINESS**

### Excessive or Unreasonable Absences & Tardiness

Unless authorized by the Board or the Superintendent/designee or otherwise authorized by law, an employee's absence or tardiness will be considered excessive or unreasonable in any of the following circumstances:

1. The absence is for a reason not granted as paid or protected leave under Board policy or law.
2. The absence results in the employee exceeding the amount of leave granted by the Board.
3. The employee has not otherwise exhausted applicable leave days, but the absence exceeds 5 days a month, 20 days in a semester or 40 days per school year or is otherwise disruptive to District operations, as determined by the District.
4. The employee fails to appropriately notify the District of an absence as soon as possible after the employee knows he or she will be absent (commonly called No-Call, No-Show).
5. The employee does not provide the Human Resources department complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required.
6. The employee does not first obtain permission to be absent from the appropriate supervisor when required to do so.
7. The absence is for any reason other than the one given for the absence.

In the event that the Board or the Superintendent/designee authorizes an absence or tardiness, the employee's salary may be docked if either of the following occurs:

- the absence or tardiness occurs for a reason not granted as paid leave under Board policy or
- the absence or tardiness exceeds the number of days the employee has been granted under a designated leave.

Employees will not be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act (USERRA) or other applicable law.

### Failure to Contact the District

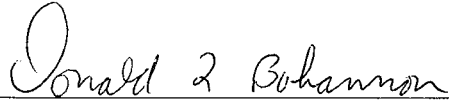
If an employee without an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the District to contact the employee and the employee's emergency contact, the District will process the employee to the Board of Education as a termination for job abandonment.

If an employee with an employment contract is absent from work for five consecutive working days, does not contact his or her supervisor, and does not respond to attempts by the District to contact the employee and the employee's emergency contact, the District will send a letter to the employee stating that the District assumes that the employee has voluntarily resigned from his or her position with the District. If the employee still does not contact the District, the

District will process the employee to the Board of Education as a termination for job abandonment.

Violation of this policy constitutes misconduct and may result in the loss of unemployment benefits if a claim is filed.

Date Issued by Superintendent: November 15, 2016



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Superintendent of Special School District of St. Louis County