

Policy number: V-19	Subject: ATTENDANCE
	Revision:
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POLICY

SVPDA understands occasions arise when an employee must be absent from work. At the same time, it is important for employees to understand that in order for SVDPA to operate efficiently, regular attendance of all employees is imperative. Employees need to be present and accountable during their scheduled work time. When calling in sick, unless prohibited by the severity of the injury or illness, the employee should speak directly to his or her immediate supervisor or the designated center or office manager. If a message is left on voice mail or answering machines, the employee should call back and speak to a supervisor as soon as possible. Attendance expectations are indicated below.

PROCEDURES

1. Authorized absences occur when the employee notifies the immediate supervisor (and preferably the site supervisor) in advance and obtains approval to be away from, or late to, work. This includes absences such as vacations, holidays, personal days, etc. A form requesting leave or leave without pay is used when advance notice is practical.
2. Unauthorized absences occur when an employee does not show up for work, does not call in, and does not have a valid reason for an absence, as determined by the administration. Advance notification of an absence is necessary to make arrangements to handle work in the absence of a scheduled employee. Staff should continue to report in for extended absences.
3. Tardiness occurs when an employee is late for work, or leaves early from work on any work day without giving prior notification and receiving approval for the tardiness.
4. A non-exempt salaried employee who does not work or does not work his or her full shift will be paid only for the actual time worked. If an employee has not called in to the supervisor before the start of the scheduled work time, the employee will be considered as having an unauthorized absence without pay. Timesheets will be noted accordingly.

Excessive Absenteeism/Tardiness

1. Excessive absenteeism or tardiness occurs when absenteeism or tardiness affects job, the program, and/or the Agency's performance. If it is determined that absenteeism or tardiness has become unreasonable, the appropriate manager or Mentor Teacher should determine the appropriate action.
2. An employee who is chronically or excessively absent or tardy may be subject to disciplinary action, up to and including termination.