

211-GWA Attendance Procedure

Updated 10/24/2017

Tardiness

Employees are expected to report to work on time. If employees cannot report to work as scheduled, they should notify their supervisor or the front office no later than 30 minutes before their regular start time. This notification does not excuse the tardiness but simply notifies the supervisor that a coverage change may be necessary.

Absence

“Absence” is defined as the failure of an employee to report for work when the employee is scheduled to work.

As absences occur, the following progressive action will be taken for;

Part-time, Full-year Employees:

- After 6 absences an email notice will be sent out notifying you that you have reached 6 absences.
- After 10 absences, a verbal conversation regarding your attendance will be scheduled with the member of the Administrative Team who oversees your department or service area.
- After 15 absences, a written Corrective Action warning will be issued.
- After 18 absences, your employment may be terminated

Part-time, School Year Employees:

- After 3 absences an email notice will be sent out notifying you that you have reached 3 absences.
- After 6 absences, a verbal conversation regarding your attendance will be scheduled with the member of the Administrative Team who oversees your department or service area.
- After 9 absences, a written Corrective Action warning will be issued.
- After 12 absences, your employment may be terminated.

Full-Time Teachers:

- After 5 PTO days are exhausted, an email notice will be sent out on the 6th absence, regardless of whether there are rollover days.
- After 9 absences, a verbal conversation regarding your attendance will be scheduled with the Executive Director.
- After 12 absences, a written Corrective Action warning will be issued.
- After 15 absences, your employment may be terminated.

Full-Time Paid Time Off (PTO) Eligible Employees

- Employees who exceed their PTO bank by taking additional days off, with or without pay,
 - one time, whether it be accrual or front-loaded, will receive an email notice stating such
 - two times, whether it be accrual or front-loaded, will have a verbal conversation regarding your attendance will be scheduled with a member of the Administrative Team
 - three times, whether it be accrual or front-loaded, a written Corrective Action Notice will be issued
 - four times, your employment may be terminated
- Full-Time PTO Eligible Employees are eligible for the PTO Donation Program #210, Paid Time Off (PTO).

For more information on requesting Personal or Professional Leave, please see Policy # 209 on the GWA website (www.gwacademy.org).

Other information:

- FMLA and or ADA related events will be considered when following these procedures.
- Providing a doctor's note doesn't reduce or excuse the number of days absent, this procedure will still be followed.
- If you request a regular working day off and are approved to work another day in that work week, you will not be charged an absence. This must be approved in advance and the day you work to replace your regularly scheduled day must be doing your regular job duties.
- If you are asked by Administration or your Supervisor to take a day off due to hours limits or a lack of work, these days will not be counted as absences.