

211 - GWA Employee Attendance Procedure



Tardiness

Punctuality and regular attendance are essential to student success and help ensure that every child fully benefits from the educational opportunities provided by the school. Employees are expected to report to work on time and maintain consistent attendance. If an employee is unable to report to work as scheduled, they must notify their supervisor and the Substitute/Attendance Secretary as soon as possible, and no later than 30 minutes before their scheduled start time.

Absence

An absence occurs when an employee is not present for a scheduled workday or shift, whether the absence is planned or unplanned.

Requests for Leave

All leave requests must be submitted through the Red Apple portal. Please refer to Procedure 209 - Employee Leave Request Procedure.

Requests for leave during school hours (Monday-Thursday 8:15am-2:50pm and Friday 8:15am-1pm) will need to be taken in half-day or full-day increments and submitted through a Leave Request on the Red Apple Portal.

Appointments or emergencies that happen before or after school hours and occur within contract time will need to be approved by the Administrative Supervisor.

To support consistent attendance and operational effectiveness, the following progressive corrective action process will be applied when absences occur:

Full-Time and Part-Time, School-Year Employees

- At 4 absences: An email notification will be sent advising that the employee has reached 4 absences.
- At 9 absences: A meeting will be scheduled with Administration to discuss attendance with a follow-up email.
- At 11 absences: A written Corrective Action Notice will be issued.
- After 12 absences: Employment may be terminated.

Full-Time, Full-Year 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.

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- Two times, whether it be accrual or front-loaded, a verbal conversation with your Administrative Supervisor will take place regarding your attendance.
- Three times, whether it be accrual or front-loaded, a written Corrective Action Notice will be issued.
- Four times, your employment may be terminated.

For information regarding Personal Leave or Professional Leave requests, please refer to Policies 209 and 210 on the GWA website.