

ADMINISTRATIVE GUIDELINES

Special Services, Johnson County and Surrounding Schools

SERIES 500: PERSONNEL

Section 501: General

501.3 Attendance

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Annual Leave, including Sick and Personal Leave:

It is the expectation of the Director and the Governing Board of SSJCSS that employees come to work every day they are scheduled to do so. Most employees have committed to work 180-185 full or partial days. Employees are expected to use personal and sick leave days only when absolutely necessary, thereby upholding their obligations to the students and the SSJCSS member school corporations. If an employee takes a personal or sick day, the employee must notify the school(s) in which he/she is scheduled to work and must also notify the Human Resource Coordinator at SSJCSS.

Permission for sick or personal days is only required if the leave requested is directly before or after a school break. Personal, sick or annual leave days are not to be used for vacations or for extending school breaks. The Director will not grant personal or sick leave on the day immediately before or after a school holiday unless it is an unavoidable situation or an emergency. A written leave request for these days must be completed, approved by the direct supervisor and the Executive Director and must provide a reason for the requested leave.

Before missing work for any reason, the employee should ask the following questions:

For Sick Days:

- 1) Am I contagious, feverish, bathroom bound?
- 2) Do I, or a family member who needs my assistance, have a doctor/dentist appointment that cannot be scheduled at any other time?
- 3) Will it be impossible for me to perform my duties due to health related issues?

If you answer yes to one of these questions, take a sick day.

For Personal Days:

1) Is it absolutely necessary to schedule this particular appointment during the work day (meaning it cannot be scheduled at any other time)?

2) Will scheduling this appointment on this date and at this time minimize the amount of disruption to the educational process that my absence may cause?

3) If it is not a specific business appointment, does the leave fall within the accepted reasons for personal business. Examples of appropriate use of personal leave days include but are not limited to the following:

- Meetings with attorney
- Closing on a house
- Divorce Court
- IEP meeting for own children
- Funeral that does not involve immediate family
- Taking your child to college or for pre-college visits
- Attending a special event such as a wedding or funeral that requires extensive travel.

If the answer is yes to one of these questions, using a personal leave day is appropriate.

Whenever the Director suspects abuse or falsification of leave requests or notifications, the Director may request an explanation or supporting documentation verifying that the leave falls within the personal/sick leave guidelines. If an employee abuses the policy by falsifying leave requests, taking a vacation during the school year or extending a school break for reasons other than unavoidable or emergency situations, leave days will not be granted and the employee's pay will be reduced by the employee's daily rate for each day of work that is missed.

If a pattern of abuse is established, the employee will be considered insubordinate, will be officially reprimanded, and may be recommended for dismissal.