

# CHIPPEWA VALLEY SCHOOLS

## HUMAN RESOURCES

### ATTENDANCE GUIDELINES

Attendance is tracked by the Human Resource Department on an annual basis for each employee. Punctual and regular attendance is an essential function of each employee at Chippewa Valley Schools. When an employee is absent, others must perform the work, which diminishes the smooth operation of Chippewa Valley Schools.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of the District and minimize unscheduled absences.

Any employee who fails to report to work without notification to his/her supervisor for a period of three (3) days or more will be considered to have voluntarily terminated his/her employment with Chippewa Valley Schools.

Employees are required to provide medical documentation to the Human Resources Department for more than three (3) consecutive days of absences because of illness or injury and/or when illness occurs the day before or after a holiday/vacation break no later than the day they return to work. Medical documentation must verify a) the nature of the illness or injury, b) if and when the employee will be able to return to work, if applicable, and c) whether the employee is capable of performing his or her regularly scheduled duties, and if not, what restrictions the employee has. Without an acceptable excuse, the employee absence may be considered unauthorized/unexcused.

### **REPORTING REQUIREMENTS**

Employees are required to report all absences in AESOP and on the employee's timesheet. Absences should be reported no later than two (2) hours prior to the employee's scheduled start time. Employees should only call the substitute coordinator to report an absence after the required reporting time or in an emergency that does not allow the employee to call or report the absence in AESOP.

## **INCIDENTS OF ABUSE:**

Abusive Absences are defined as:

1. Unauthorized absence – any absence not preapproved per leave language in the employee’s labor agreement.
2. Unpaid leave – Absences that exceed the employee’s earned annual paid leave.
3. Sick leave/Personal Business days exceeding annual allotment per school year (based on the accrual per contract)
4. Patterns of absences
5. Consistent late call-ins (consistently calling absence after district cut-off time or a pattern of not providing enough advance notice for coverage of position)
6. Excessive absenteeism due to leaves of absences (other than FMLA approved leaves)

These absences may subject an employee to progressive discipline according to the steps listed below. Employees will not be subject to discipline for the use of accrued leave time pursuant to the applicable collective bargaining agreement except as stated within the applicable bargaining agreement.

Any otherwise qualified employee with a disability which requires additional leave time, sick or otherwise, will be provided a reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act. Please contact the Human Resources Department as soon as practicable to request a reasonable accommodation.

## **NOTIFICATION OF ABSENCES:**

Seven (7) days (18/19 school year) and five (5) days (19/20 school year) of abusive absences in a year is cause for a written notice notifying the employee that he/she is getting close to violating these guidelines and if additional abusive absences occur it may result in disciplinary action.

## **STEPS OF DISCIPLINE:**

### STEP 1

Ten (10) days (18/19 school year) and Eight (8) days (19/20 school year) of abusive absences in the same year will be the basis of a written warning to be signed by the employee and put in the employee’s personnel file. This written warning serves to notify the employee that they have violated these guidelines and if there is an additional abusive absence it will result in further disciplinary action up to and including termination.

## STEP 2

An additional abusive absence above the number of days listed in Step 1 in the same year may be the basis of a written reprimand to be signed by the employee and put in the employee's personnel file. This written reprimand serves to notify the employee that they have again violated these guidelines and if additional abusive absences occur it will result in further disciplinary action up to and including termination. (*11 days (18/19); 9 days (19/20)*)

## STEP 3

An additional abusive absence above the number of days listed in Step 2 above in the same year may be cause for a one-day suspension (without pay). (*12 days (18/19); 10 days (19/20)*)

## STEP 4

An additional abusive absence above the number of days listed in Step 3 above in the same year may be cause for a three (3) day suspension (without pay). (*13 days (18/19); 11 days (19/20)*)

## STEP 5

An additional abusive absence above Step 5 in the same year may be cause for termination of employment. (*14 days (18/19); 12 days (19/20)*)

## **RIGHTS:**

Application of these guidelines to any particular absence will be handled on a case-by-case basis. Absences may be grouped as individual days or occurrences of time, depending on the individual case and matter. Human Resources also reserves the right to use its discretion in applying this policy under special or unique circumstances.

Human Resources reserves the right to amend or discontinue these guidelines at any time and will meet with the union and discuss any changes that may be made to the guidelines prior to the changes taking place.

Discipline is progressive and will be applied under these guidelines. However, once disciplined under these guidelines, for each school year of good attendance, thereafter, the discipline will regress one step for each good year.