

IDEA PUBLIC SCHOOLS BOARD POLICY MANUAL
POLICY GROUP 4 – PERSONNEL
EMPLOYEE ATTENDANCE

PG-4.16

Sec. 1. ATTENDANCE

IDEA Public Schools expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and arriving and leaving at the scheduled time as essential functions of their jobs.

IDEA Public Schools has established the following policies for employee attendance:

1. Employees should arrive to work and be at their assigned duty station no later than their scheduled start time.
2. Employees should remain at their duty station unless the needs of the job require being elsewhere or as authorized by their supervisor, except during authorized breaks.
3. Employees should take only the time normally allowed for breaks as authorized by their supervisor.
4. Non-salaried/non-exempt employees should leave promptly at the end of their scheduled workday, unless given permission by their supervisor to work past that time.
5. Employees should call in and personally notify a supervisor if they will be absent or tardy, unless a verifiable emergency makes it impossible to do so.
6. In addition to any time clock or time-recording system IDEA Public Schools may implement, time keeping for non-exempt employees must be done weekly and manually using IDEA Public Schools' approved time sheets.

Sec. 2. NOTICE OF ABSENCE OR TARDINESS

Absence or tardiness may be excused under exceptional circumstances, but generally only if an employee provides prior written notice of the need to be absent or tardy. Such advance notice is necessary so that other arrangements can be made to cover the employee's responsibilities, if necessary.

The Superintendent or designee and the Human Resources Department shall develop procedures concerning employee absence and tardiness. These procedures shall be distributed to all employees; this distribution may be through the IDEA Public Schools Employee Handbook.

Sec. 3. EMPLOYEE WORK SCHEDULES

The Superintendent or designee and the Human Resources Department shall see that work schedules are developed and distributed for each position with IDEA Public Schools.

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Sec. 4. JOB ABANDONMENT

An employee who is absent without notice for three or more consecutive days shall be considered as having abandoned his or her job; IDEA Public Schools shall process the employee's work separation as a voluntary resignation without good cause related to the work.

Sec. 5. DATE ADOPTED AND EFFECTIVE.

As set forth in the pertinent minutes to the meeting of the Board, the Board adopted this policy on June 16th, 2023, and it became effective on June 16th, 2023.

Sec. 6. RETENTION.

This policy shall be retained until superseded, expired, or discontinued and for five (5) years thereafter in accordance with state law.

Sec. 7. CERTIFICATION.

The Undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of the Board Policy relating to Employee Attendance, as originally adopted by the Board on June 16th, 2023, is in full force and effect and has not been revoked or amended.

A. Ryan Vaughan

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Anthony Ryan Vaughan, Board Secretary

6/16/2023

Date Certified