

## STAFF LEAVES AND ABSENCES

All leave is based on a fiscal year of July 1 – June 30. Use of all leave must be approved in advance by the immediate supervisor/principal and the Superintendent's designee.

### Attendance Expectations

Satisfactory attendance is a minimum expectation for all employees. In order to maintain quality instructional programs and to promote the health and safety of students and staff, absences from work are to be minimized to the extent possible. Frequent daily absences, late arrivals or early departures from the work site, excessive breaks or other interruptions to normal work schedules are grounds for disciplinary action which includes verbal/written reprimand, placement on probation, suspension, dismissal, or non-renewal of employment contracts.

### Employee Responsibilities

All employees are responsible for reading, understanding, and adhering to the employee attendance and leave policies, regulations, and procedures of Waynesboro Public Schools. Employees are to use the appropriate type of leave based on its purpose, following the procedures set by the Division Superintendent, the Human Resources Department, or their immediate supervisor. Employees for whom the securing of a substitute employee is necessary will notify their supervisor or designee in accordance with established procedures. Where applicable, employees will provide necessary lesson plans or other instructions for the substitute in order to maximize the substitute's effectiveness and to minimize the disruption caused by the employee's absence. The employee will use the established procedures to secure permission for leave.

### Supervisor's Responsibilities

Supervisors are to inform employees of Waynesboro Public Schools about attendance and leave policies and regulations, and the procedures for taking leave. Supervisors are to monitor each employee's attendance monthly for unsatisfactory attendance to include frequent absences, late arrivals to work, early departures, and excessive use of breaks. Employees will be evaluated in terms of attendance annually, with supervisors specifically noting any areas of concern. This does not preclude a supervisor, regardless of the period of time, from noting that the employee has displayed an unsatisfactory pattern of attendance and taking appropriate action. Judgments about employee attendance shall be made on consistent criteria in accordance with all federal and state labor laws and regulations, and the policies and regulations of Waynesboro Public Schools. For employees for whom the securing of a substitute employee is necessary, the supervisor shall verify the securing of an adequate substitute as soon as notification of the employee's absence is known.

### Unsatisfactory Patterns of Attendance

When an employee has displayed an unsatisfactory pattern of attendance, the supervisor will first address the issue with the employee orally followed by a written summary of the conversation in an attempt to rectify the unsatisfactory attendance. In cases of the frequent use of sick leave days, the supervisor may request supporting documentation from a medical professional. If the unsatisfactory attendance does not improve, the supervisor will issue letters of warning, then letters of reprimand to the employee accordingly. Ongoing unsatisfactory attendance may lead to further discipline up to and including termination.

### Absence Without Leave

The absence of an employee who does not secure prior approval of vacation, personal, leave without pay, and proper notification to the direct supervisor of sick leave is considered as absent without leave (AWOL). The employee receives no pay for the period of unauthorized absence and the AWOL may also result in disciplinary action leading up to and including dismissal

### Pay Deductions

If an employee is absent from work in excess of their earned sick, personal, or annual vacation leave days, pay equal to the excess of days absent shall be deducted from the employee's check. This applies to situations under FMLA in addition to those circumstances in which FMLA does not apply.

### **Definitions**

**Eligible employees** – (for the purpose of leave benefits) are employees on a 50% or greater contract, excluding any temporary or hourly positions.

**Leave** – is defined as time the employee is away from their normally scheduled work duties or responsibilities. Leave benefits are awarded to employees in a series of categories: Personal Leave, Professional Leave, Civic Leave (Jury Duty or Subpoena) Sick Leave, and Vacation Leave.

**Day** – (for purposes of personal leave, sick leave, and vacation leave) a day is defined in hours equal to the employee's normal, contracted day.

- A day for full-time teachers, administrators, and other certified staff is defined as 7 hours for leave purposes.
- A day for clerical staff, custodial staff, maintenance staff, and certain other staff members, is defined as 7 or 8 hours, as based upon contract, with a work schedule of 7.5 or 8.5 hours per day as appropriate.
- A day for instructional aides is defined as 7 hours for leave purposes. Their work schedule is 7.5 hours per day.

- A day for school nutrition staff is defined by their contract, and may range from 3.0 hours to 6.0 hours. Managers' hours per day, a day is defined by contract for leave purposes.
- Bus drivers and bus aides may have either a 4-hour schedule or a 6-hour schedule as determined by their contract. Thus, a day for leave purposes is defined as either 4 or 6 hours as appropriate.

Adopted: October 8, 2019

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