

DeForest Area School District
Administrative Regulation

TITLE: ATTENDANCE EXPECTATIONS	NUMBER: AR 3.3a(1b)
<i>Executive Limitation: EL 3, Treatment of Staff (3.3a – Employee Work Rules, General Provisions)</i>	
Recorded as Administrative Regulation: <i>Established: 3/8/04 Revisions: 11/24/08, 4/23/12, 7/9/12</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

ATTENDANCE

The District expects all employees to assume responsibility for their attendance and punctuality as an integral part of their employment. Continuity of staffing is important to student success and building operations. Absences are disruptive to the work environment. Therefore, regular attendance is expected of every employee. In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee’s supervisor or building administrator. Staff should not make personal commitments during the day that may be scheduled at an alternative time.

Employees who are absent or tardy in excess or without a valid reason may be subject to corrective counseling and/or, when appropriate, disciplinary action. In cases where the absence has been for three or more consecutive workdays due to illness, employees may need to bring a doctor’s note or physician’s release before being allowed to return to work. Absences of three consecutive days without proper notification and approval will be construed as job abandonment and will constitute your resignation from the District without proper notice.

When unable to work because of illness, injury or any other reason, employees are required to notify their supervisor or their designee as far in advance as possible, but no later than one hour before the normal starting time on each day of absence. If the District has reason to believe that sick leave abuse or misuse is occurring, the District may require medical evidence to support a sick leave claim. Employees should contact their supervisor for specific departmental requirements.

- a) Teachers, secretaries and support staff should enter their absence requests into AESOP. Those employees requiring a substitute should enter their absences into the AESOP system by 6:45 a.m. or earlier. All employees requesting planned days off from work need to enter time off requests into AESOP for his/her supervisor’s approval.
- b) Custodial Department employees are required to notify their supervisor or their designee no later than two hours before the normal starting time on each day of absence. Custodial or Food Service employees requiring a substitute must notify their supervisor and enter their absence into Skyward. Some departments may require additional notification procedures for unplanned absences. Employees should contact their supervisor for specific departmental requirements.

SICK AND PERSONAL LEAVE ALLOCATION

At the beginning of each fiscal/school year, the District allocates a competitive allowance of paid sick/personal leave to eligible employees. Full and part-time employees scheduled to work at least 20 hours per week on a regular basis or are classified as 0.5 FTE or greater are eligible to accrue and utilize paid sick leave. This paid leave provides reasonable protection from loss of income due to illness or injury.

Paid Leave by category of employment:	Sick	Personal	Cumulative Limit
Teachers (1 to 11 Years District Service)	10 Days	2 Days	No Limit
Teachers (11+ Years District Service)	9 Days	3 Days	No Limit
12-Month Support Staff (40 hours week)	9 Days	3 Days	No Limit
Part Time and School Year Support Staff * prorated based on formula below	Prorated	3 Days	No Limit

***Annual Paid Leave = Employees contract hours per year ÷ 2,080 hrs./year x 96 hrs./year.**

Sick Leave

Sick days may be used for personal illness or for the illness of an immediate family member. Immediate family member is described as a parent, spouse, child, or an individual living in the same household as the employee. Employees may use sick leave to care for seriously ill, injured or disabled relatives of the employee or spouse.

For non-exempt support staff employees, sick time will be deducted from the employee's earned balance in fifteen(15)-minute increments. If an employee fails to complete the full year for reasons other than illness, such leave may be pro-rated based upon the percentage of contract days completed and pay for any excess days will be deducted from the final check. Accumulated sick pay should be used during the sixty (60) calendar day waiting period before eligibility for long-term disability. The District reserves the right to request medical verification for any sick time used.

Upon termination, unused sick leave may not be used as necessary notice for resignation or retirement. Support staff with a minimum of fifteen (15) years of District service who resign with proper notice will receive payment of unused accumulated sick leave at the rate of \$12.50 per 8-hour day for full time or prorated for part time employees. Eligible categories of employees may convert unused sick time into retirement benefits.

Personal Leave

This paid leave accommodates personal business which cannot be conducted outside of normal work hours. Employees must enter their request for personal leave in AESOP or ERMA, whichever system the employee is assigned to use, to request and obtain supervisor approval at least two (2) working days prior to taking personal business leave days. Personal days allocated and unused will roll into an employee's sick leave balance at the end of each year.

Personal Leave requests submitted when seven (7) SICK AND PERSONAL LEAVE ALLOCATION teachers have already been approved to take Personal Leave on any given day will not be granted without advance approval of the Director of Human Resources. Teachers may not request personal leave on the day immediately before or after any holiday or vacation period.