

# **Tapestry Public Charter School Policy Manual**

## **Personnel Attendance Policy**

Adopted: 6/16/2014

Revised: NA

The Tapestry Public Charter School Board adopts the following policy, effective on the date of adoption by the Board.

**Sections:**

- I. PERSONNEL ATTENDANCE POLICY**
- II. ATTENDANCE PROCEDURES**
- III. EXCESSIVE ABSENTEEISM AND TARDINESS**
- IV. APPLICABLE FEDERAL LAWS**

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### **I. Personnel Attendance Policy**

Attendance and punctuality are important factors for staff success at Tapestry Public Charter School. We work as a team, and this requires that each person be in the right place at the right time. Failure to meet the expectations of Tapestry in the area of attendance and punctuality will result in disciplinary action, up to and including termination.

### **II. Attendance Procedures**

If a staff member is going to be late for work or absent, he or she must notify the supervisor before the start of his or her workday. Staff are required to notify supervisors directly.

If a staff member is absent for three days without notifying Tapestry, it is assumed that he or she has voluntarily abandoned the position, and may be removed from the payroll.

### **III. Excessive Absenteeism and Tardiness**

Excessive absenteeism and tardiness will result in personnel review by the Principal. Excessive absenteeism and tardiness are generally considered:

- More than one instances of unexcused absence.
- Three separate instances of excused absence or tardiness in a three-month period (each instance may be more than one day in duration).
- Six or more separate instances of excused absence or tardiness within a twelve-month period.
- An unacceptable pattern of absences and/or tardiness over an individual's employment history.

It is important to understand that individual circumstances may dictate that fewer tardies or absences than listed above still may be considered Excessive Absenteeism. Attendance simply is one aspect of job

performance and will be considered together with your performance.

#### **IV. Applicable Federal Laws**

This Policy will be applied consistent with all applicable laws. If a staff member or an immediate family member has a medical condition that results in one or more absences, that staff member may qualify for unpaid leave under the federal Family and Medical Leave Act of 1993 ("FMLA"), and absence or tardy will not be considered. Likewise, if absence is approved leave under the Americans with Disabilities Act ("ADA"), absence will not be considered. For absences that should be approved under the ADA, staff may consult the ADA Policy set forth in the Tapestry EEO Policy. Tapestry's Family and Medical Leave Policy includes information about leave under the FMLA. Leave under the FMLA or ADA may require approval in advance and does not necessarily relieve staff from responsibilities as set forth in this Attendance and Punctuality Policy.

If a staff member believes that an absence or tardy improperly has been considered, he or she may utilize Tapestry's Complaint Procedure.