

EMPLOYEE ATTENDANCE

Employees of the Caddo Parish School Board shall be expected and required to report to their designated work locations in the prescribed manner and at the prescribed time work activity is to commence. Employees are also expected to remain at work for the entire work period excluding any rest and meal periods permitted. Tardiness, unexpected absence, or failure to report to work as scheduled may result in disciplinary action. In cases of anticipated absence or where the employee cannot report to work as scheduled, the employee shall notify his/her supervisor as soon as possible after the employee becomes aware that he/she will be absent from work. Continual absence by the employee shall be conveyed to the employee's supervisor on a regular basis. The frequency of contact that may be required shall be determined by the supervisor.

ABSENCES DURING DAY

Principals are to notify their respective School Directors in advance of being absent from school. For those schools that do not have assistant principal, another responsible individual should be designated by the principal and made known to the school office staff.

No teacher or other employee shall leave the school campus or work location without having first obtained permission from the principal/building administrator or designee. Teachers shall be required to sign out, stating the reason for leaving school. Upon returning, the teacher shall sign back in and note the time of his/her return. An employee's immediate supervisor may authorize an absence during the business day. Otherwise, appropriate leave shall be granted in order for an employee to be properly absent from work.

Reporting Absences

All absences of one (1) hour or more shall be reported by the immediate supervisor and shall be recorded and counted toward an employee's leave time and reported on the bi-weekly or monthly payroll absence report. However, the immediate supervisor shall be allowed to record and count less than one (1) hour at his/her discretion.

Unauthorized Absence

Any employee who is absent from work and who has not received an authorized leave shall be considered on *unauthorized leave*. Any employee on unauthorized leave shall receive no pay for those days which constituted the unauthorized leave and may be subject to dismissal and/or other disciplinary actions.

JOB ABANDONMENT

If an employee is absent for ten (10) or more consecutive school days without notice of leave, the Superintendent may consider the job as abandoned and the employee may be terminated, unless the employee can provide acceptable and verifiable evidence of extenuating circumstances. The Superintendent or his/her designee shall be responsible for determining acceptability of evidence of extenuating circumstances.

Adopted: February 21, 2017

Ref: La. Rev. Stat. Ann. §§17:81, 17:1186, 17:1201, 17:1202, 17:1203, 17:1204, 17:1206, 17:1208, 17:1208.1; Board minutes, 11-17-78, 9-15-99, 9-18-01, 2-21-17.