

POLICY D 14

BURLINGTON SCHOOL DISTRICT D 14: UNAUTHORIZED ABSENCE POLICY

Former Policy GCBDA

Effective and efficient operation of the Burlington School Department is enhanced by employees being on the job during scheduled work days. Employees being on the job minimizes absence related problems such as disruption of: students, educational programs, administration, and physical plant operations. To minimize the impact of absences, employees are expected to inform their supervisor in a timely manner so that necessary coverage can be arranged.

Definition: An unauthorized absence is any absence from the job a) not allowable under the terms of the applicable employment contract or, b) not reported in a timely manner when there is a reasonable opportunity to report the absence, c) taken when a request for leave of absence has been denied or, d) tardiness.

Unauthorized absence is considered to be detrimental to the operation of the School Department and on the first occasion it may be appropriate to take disciplinary action. The need for such action, and its extent, up to and including discharge, depends on many factors which may include prior history of unauthorized absences, length of unauthorized absences, and extenuating circumstances, if any. An unauthorized absence that extends to five consecutive work days, will in all but exceptional cases, result in the employee's discharge. Administrators will provide guidance and counsel at an employee's request to assist him/her in avoiding unauthorized leaves.

POLICY ADOPTED: January 11, 1983

POLICY REVIEWED: April 15, 1986

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