## WORKDAY AND ATTENDANCE

## I. WORKDAY

The arrival and departure times of all employees shall be designated by the Superintendent of Schools who has the authority to set the length of the school day and to require more than the minimum time specified by law. Unless otherwise indicated in the contract or agreement of employment, the workday of full-time personnel shall in general be eight (8) hours in length, Monday through Friday. However, the days and hours an employee shall fulfill the job requirements may vary with the position of the employee. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual school activities

## II. TIME & ATTENDANCE

Employees are required to be at work on time. Employees who will be late to work or absent should personally notify their supervisor as quickly as possible. Absences for reasons that are not approved may be considered job abandonment. Employee absences without approval for four (4) or more consecutive days may be considered voluntary resignations.

Upon receiving notice of a denied leave request, the employee must immediately contact his/her supervisor to make arrangements to return to work. If the employee is unable to return to work,

- 3. The employee fails to return to work after an authorized leave period has expired, fails to respond to communications regarding an estimated return-to-work status, or fails to provide requested documentation to establish the need to remain out of work.
- 4. The employee indicates, through action, that the employee does not intend to continue employment with the School District. Actions demonstrating such intent may include, but are not limited to, failing to return to work after expending all available authorized leave, verbally expressing the intention not to return, expressing in written or electronic format the intention not to return to work, walking off the worksite without authorization, or turning in issued District property.

Approved absences are any missed workdays for which the employee has been given written approval by their supervisor or the office of risk management by an FMLA approval letter. Any employee who fails to report to work without approval after expending all available sick, personal, vac0111TwDt6i761TwDn2(1566TwDn8fisFM1126n). 35 6sobet