

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Employee Attendance Policy

Series: G75

Reference: West Virginia Code §18A-4-10

Issued: 05.17.2007

Revised: 05.17.2012; 08.05.2013

Revision Number: 2

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75.01 Philosophy. The Kanawha County School System expects employees to be present and on time. Employees who are punctual and come to work regularly set good examples for our students and staff, foster efficiency and effectiveness, and create an environment that is conducive to the “teaching learning” process.

The successful operation of Kanawha County Schools is contingent upon the commitment of all employees to demonstrate punctual attendance during each scheduled workday. Excessive employee absenteeism results in a system that is ineffective, inefficient and not conducive to the teaching learning process.

75.02 Purpose. The purpose of this policy is to state additional provisions and requirements of the Board to West Virginia Code §18A-4-10. The further purpose of this policy is to establish a uniform and consistent procedure for the review and control of excessive employee absenteeism. The intent of this policy is to promote good attendance and provide supervisors with guidelines defining acceptable and unacceptable attendance.

75.03 Scope. This policy applies to all professional and service employees of the district.

75.04 Definitions.

75.04.1 Absence – any time away from duty/work

75.04.2 Absenteeism – absence from duty/work, especially when such absence is deliberate or habitual.

75.04.3 Abuse of Sick Leave - use of sick leave for reasons other than those defined in this policy. Abuse of sick leave includes, but is not limited to: 1) falsely reporting that sick leave is being used for that purpose, when the employee is not actually sick, 2) excessive absenteeism, as described in Section 75.05.2 hereof 3) failure to provide medical documentation supporting an absence after two days as described in Board Policy G05, and 4) a pattern of absences of short duration which may be linked with

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scheduled days off, such as holidays, paydays, weekends or periods of annual leave.

75.04.4 Scheduled Absence – a planned absence, either authorized or paid where the employee has given at least one day’s notice to the supervisor.

75.04.5 Authorized Absence – an absence approved by the supervisor and set forth below. Authorized Absences are:

75.04.5.1 Any absence with a doctor’s excuse. A doctor’s excuse for any absence must be submitted within five (5) working days from the date the employee returns to work. Failure to provide the doctor’s excuse within five working days from the date the employee returns to work will result in the absence being considered unexcused.

75.04.5.2 Serious medical conditions and other absences covered by the Family and Medical Leave Act

75.04.5.3 Bereavement Leave in accordance with KCS policy

75.04.5.4 Authorized absence due to job related injury or illness

75.04.5.5 Authorized leave of absence

75.04.5.6 Established holidays and pre-approved vacations

75.04.5.7 Military Leave

75.04.5.8 Jury Duty/witness subpoena leave

75.04.5.9 Professional leave

75.04.5.10 Mandated leave following exposure to contagious diseases

75.04.5.11 Disciplinary action by the employer, i.e. suspension

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75.04.5.12 Days without cause (Personal Days), in accordance with KCS policy

75.04.5.13 Disability leave

75.04.5.14 Absence for family illness or injury in accordance with KCS Policy.

75.04.6 Pattern of absences – Absences occurring in patterns i.e., same day of the week, same time of year, adjacent to a weekend, holiday or other leave, may be indicative of an attendance problem.

75.04.7 Unauthorized absence – absences from work which are not Authorized Absences and not approved by the supervisor, including, but not limited to:

75.04.7.1 absence from assigned shift when proper reporting procedures have not been used

75.04.7.2 absences not covered by sick leave and/or FMLA and not authorized by the supervisor

75.04.7.3 utilizing or attempting to utilize any form of leave, i.e., personal, sick, vacation, family, etc., when the employee does not have that form of leave available, or the employee has exhausted such leave.

75.05 Policy. Implementation of the staff attendance policy of the Kanawha County Board of Education shall be in accordance with these provisions:

75.05.1 An employee will not abuse sick leave or establish a pattern of absences, all as defined in this policy.

75.05.2 Five (5) unauthorized absences shall be considered a “reasonable level” or normal amount of time an employee may be away from the job and shall serve as the benchmark for absences.

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75.05.3 Anticipated absences should be scheduled at least one day in advance. Notice of scheduled absences shall be made by the employee to the supervisor.

75.05.4 Employee shall not be able to change absences to an exempt leave category after the absence has occurred.

75.05.5 As provided in Board Policy G05, medical certification shall be required for use of leave attributed to personal illness or other illness which exceeds two (2) consecutive days.

75.05.6 Six or more unauthorized absences within a school year shall result in corrective action, as described in Section 75.08 herein.

75.05.7 Employees may not utilize personal, vacation or other leave days to circumvent the Board Policy requiring a physician's excuse after two consecutive sick days. Example: two sick days, one personal day, two sick days. Evidence of a pattern of "chaining" days in this manner will be grounds for a conference, reprimand or denial of payment for the days claimed.

75.05.8 Supervisors shall require employees to call them personally as well as reporting the absence in employee attendance reporting and substitute calling system. If the supervisor is not available, the employee may report the absence to the supervisor's designee.

75.05.9 Emergency situations should be communicated to the supervisor immediately or as soon as possible.

75.05.10 Any employee who has had six or more unauthorized absences in any school year may not be granted any additional professional leave for that school year.

75.06 Employee Responsibilities.

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75.06.1 Employees are expected to report to work on time and remain as scheduled.

75.06.2 Employees are expected to manage their personal affairs in a manner which will enable them to report to work in a regular and dependable manner.

75.06.3 Employees are expected to utilize the employee attendance reporting and substitute calling system and notify supervisory personnel in advance of expected absences from work as early as practicable.

75.06.4 Employees must report their unscheduled absences to their immediate supervisor and utilize the employee attendance reporting and substitute calling system prior to the start of the work day. Unless an emergency situation dictates otherwise, messages must not be left by third parties.

75.07 Supervisor Responsibilities. Each supervisor shall:

75.07.1 Be responsible for bringing to the attention of employees under his or her jurisdiction the procedures set forth in this policy which have been established to the purpose of providing direction and guidance for reporting employee absences.

75.07.2 Establish a system for monitoring and recording attendance of staff.

75.07.3 If an employee's absence appears to be covered by the Family and Medical Leave Act, advise the employee that such coverage is available and provide the employee with appropriate forms to claim such coverage.

75.07.4 Use regular progressive discipline.

75.08 Progressive Discipline/Corrective Action Requirements

Absences must be monitored and appropriate corrective action promptly applied. The following provisions are applicable:

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Occurrence in a School Year) July 1 to June 30 Required Corrective Action

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|-------------------------------------|--|
| Sixth unauthorized absence | Conference with employee, document conference maintained by immediate supervisor |
| Seventh unauthorized absence | Conference with employee, document conference in employee's personnel file, letter of warning may be written based upon the reasons for the absences; referral to employee assistance program if circumstances warrant |
| Eight or more unauthorized absences | Conference with employee, document conference in employee's personnel file, required meeting with appropriate supervisor from central office, EAP referral, if circumstances warrant and possible development of a plan of improvement |

A Kanawha County School employee has the right to appeal a decision to the next level of authority.