



LOS ANGELES UNIFIED SCHOOL DISTRICT

Information Technology Division

POLICIES AND PROCEDURES

Attendance Policy

Excessive absences have a negative impact on our ability to serve students, teachers, and staff of the District. Paid illness days are not an entitlement to be used in addition to, or in place of, vacation days. Wise use of illness may help ensure that an employee will not lose pay in the event of a future, serious illness. This Policy is not designed to deny leave to those who need it, rather to encourage prudent use of benefitted time and discourage unnecessary illness absences. Accordingly, the following sets forth attendance guidelines which will be followed in the absence of extenuating circumstances (as defined below).

Illness Absences

An employee who has a total of five (5) separate incidents or ten (10) days of absence within a twelve month period may be counseled orally by the supervisor.

The counseling shall include:

1. An explanation that the counseling is not disciplinary but intended to bring a problem to the attention of the employee with the goal to improve the attendance.
2. An explanation of how the absences have negatively impacted the work product of the unit; and
3. Provide an opportunity to the employee to respond to, explain, or elaborate on the absences and clarify any extenuating circumstances.

An employee who has seven (7) separate incidents or thirteen (13) total days of absence within a twelve month period may be counseled in writing by the supervisor. The employee may be asked to sign a copy of the written counseling to acknowledge receipt. When appropriate, that counseling shall include specific assistance and guidance and/or directives on how to improve, and notice to the employee that failure to improve may lead to possible disciplinary action. Further, the employee may be put on notice that all future illness absences will require verification.

Note: All absences related to Illness and Unpaid Time Off shall be considered when calculating the employee's total number of days absent.

The employee will be provided an opportunity to improve his/her attendance record over a two (2) month time span, at which time the employee's attendance record will be reviewed. If the absences continue without significant improvement or extenuating circumstances, a recommendation for suspension may be issued.

If the absences persist without significant improvement or extenuating circumstances, after four (4) months, a recommendation for dismissal may be issued.

Definitions

For purposes of this Policy, “extenuating circumstances” means circumstances experienced by the employee which were clearly and substantially beyond the employee’s control and which led to the employee’s absences beyond an acceptable level. Such circumstances include, but are not limited to, absences taken during pregnancy, an employee’s serious health condition as defined under the Family Medical Leave Act, industrial injuries, or the death or serious illness of an immediate family member. It is not the intent of the Policy to discipline employees who suffer from legitimate long-term illness or are otherwise experiencing serious medical problems.

For purposes of this Policy, “significant improvement” means the employee is not absent at all or has made a substantial effort to be present at work. An employee will not be considered to have significantly improved if the employee continues his or her same pattern of absences after the written warning or is absent again without excuse after receiving the written warning.

Note: An employee with seven (7) separate incidents or thirteen (13) total days of absence may be marked “Below Standards” in work habits on the annual performance evaluation. However, if the employee’s absences were the result of extenuating circumstances, those extenuating circumstances will be noted on the annual performance evaluation. Employees should understand that they are not being blamed for the events beyond their control. The evaluation simply reflects what level of absenteeism is “below standards”.

For purposes of the Policy, an incident is recorded each time an employee submits a benefit request form. Office staff will record each incident of absence as a separate incident for each benefit form submitted by the employee, unless the incidents are closely proximate in time, the employee informs the supervisor in writing that the separate incidents are directly related and, therefore, should be combined, and the relatedness of the incidents is substantiated upon request. Employee requests to combine incidents that are closely proximate in time will be granted unless the incidents cannot be substantiated.

Example of Incidents:

<u>Form</u>	<u># of days absent</u>	<u># of Incident</u>
Benefit Request for Illness	1	1
Benefit Request for Illness	3	1

Note: In the case of suspected abuse or dishonesty, a supervisor may require verification regardless of the number of incidents or total number of days used.

At all times, a supervisor must be observant of absence patterning (i.e. absences adjacent to weekends or holidays), reports of absence following a denial for other benefitted time off, or any other peculiarities. The supervisor must also be sensitive to and aware of extenuating circumstances that affect the application of this policy.

For purposes of this Policy, the 12-month period described above is considered a “rolling” 12 month period. That means that at the time of the most recent absence the supervisor will review the employee’s absence record for the immediate consecutive past 12 months to determine whether the employee’s absences warrant any oral or written counseling.

Other Leaves of Absence (Paid / Unpaid)

Family Medical Leave Act (FMLA)

Eligible employees are allowed to take up to 12 weeks of protected, unpaid leave for his/her own serious health condition, or for a serious health condition of an eligible family member. Please check your respective collective bargaining agreement or contact the Risk Management office to see if you qualify.

Tardiness

All employees are expected to arrive on time, sign in upon arrival, and be ready to perform their assigned tasks. Three (3) tardies will count as one (1) incident.

Recognition for Good Attendance

Employees are expected to report to work on time everyday and work their assigned hours. Employees who have three (3) or less illness absence days and have never been formally counseled will be awarded a certificate of excellent attendance and honored at an appropriate Department activity.

Employees with multiple years of perfect attendance shall be issued a Notice of Outstanding Service certificate and honored at an appropriate Division activity.

ITD Attendance Policy

Signature Acknowledgement Page

Your signature indicates that you have received a copy of the Information Technology Division (ITD) Attendance Policy and discussed its content with your supervisor or a Division designated representative.

Employee Name

Signature

Date