

## **Operations Policy #916 Reporting Absences**

### **Purpose:**

Accurate records regarding staff attendance are important because they impact compensation, evaluations, and retirement. Therefore, it is vitally important that every employee adhere to the requirements for reporting absences.

### **Guidelines:**

- Whenever a staff member is absent from work, he/she should call the Cyber School office at 245-0252, ext. 300 and leave a message reporting their absence and a brief reason for the absence.
- Any staff member, who is unable to call on his or her own accord, should direct a family member to report their absence by calling the Cyber School office and leaving a message with the pertinent information.
- Absences should be reported directly to Administration and not via other staff members.
- If the absent staff member has meetings scheduled with students that would need to be cancelled or other activities that need to be noted, that information should be included in the message.
- Upon return to work, an absence from work form must be completed. When the CEO signs the form, a copy will be returned to the employee for his/her own personal files. The completed original form will be filed in the employee absence file that is part of the personnel files.
- When absent for illness staff should concentrate on their recovery rather than working at home to cancel out their absence for illness day.
- When scheduling medical appointments, if a staff member cannot schedule them before or after business hours he/she may request sick time (personal time) for the appointment.
- Please do not ask for exceptions to this policy in order to leave early or report off and ask that the leave not be counted as time out of the office because the staff member claims to have worked from home. Asking for special consideration puts everyone in an awkward position when the CEO has to say no.

### **Delegation of Responsibility:**

The CEO is responsible for enforcing this policy and requiring staff to adhere to these directives.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.