

## ATTENDANCE

All employees are required to sign in and out. The program supervisor will make arrangements for a form to be available to employees in a particular place within each facility.

Each employee is responsible for completing an absence form upon his/her return to work after an absence. In the event of sickness causing absence from work, employees should make the following contacts:

- Salt Point Center (Center and District Staff): Name and number to be provided on Opening Day
- BETA (Alternative Education): Name and number to be provided on Opening Day
- Career & Technical Institute: Name and number to be provided on Opening Day
- Adult Education (ALI and field): Name and number to be provided on Opening Day

For all other employees, their supervisor will indicate who should be called and at what time. It is the individual employee's responsibility to notify the BOCES when he/she is unable to report to work. If an employee's position does not require a substitute, the employee's supervisor will indicate who should be notified and at what time.

If a substitute is needed, you must indicate whether the absence is for illness, personal leave, religious holiday or approved professional conference day.

If an employee is absent for three or more consecutive days, he/she may be required to submit a physician's note explaining the need for an absence.

The beginning and ending times for an employee's working day will depend upon the particular location and program to which he/she is assigned. One's supervisor will set these times or he/she may be referred to the appropriate Collective Bargaining Agreement. If one works in a component school district or a satellite location, one will observe the regulations and procedures of the school(s) to which he/she is assigned or follow the direction of the supervisor.

## ATTENDANCE GUIDELINES

The continuity of instruction is of paramount importance to a high quality educational program for the **students** entrusted to the BOCES. To this end, we trust that all of us will work together individually and collectively to minimize staff absenteeism. Each staff member's attendance will be reviewed annually. Each staff member is asked to avoid excessive patterns of absenteeism, including:

1. When eight (8) or more occurrences of absenteeism for family or personal illness occur during a single school year. (An “occurrence” may involve at least part of one day and any consecutive workdays. For example, if you call in with a personal illness on a Wednesday and then again on Thursday, this is considered one occurrence. If you are out for personal illness on Friday and again on Monday, this is also only one occurrence. If you are out with personal illness on a Monday, at work on the next Tuesday, and then out again on the following Wednesday, that pattern is considered to be two occurrences).
2. When more than 60% of the absences fall on Monday, Friday, or a day before or after a holiday.

There may be some reason for poor attendance or an inordinate use of Monday-Friday, etc., but it is the responsibility of the employee to ensure that the program director is aware of such reason(s).

A person’s attendance record will be one factor in determining whether to recommend an employee for tenure.

Employees who have poor attendance may be considered for disciplinary proceedings that ultimately may lead to a recommendation for consideration of dismissal.

NOTE: These guidelines refer to the absences included within the Collective Bargaining Agreement.