

Employee Absence Reporting and Leave Benefits

Guidelines for Attendance Reporting for Professional and Support Staff Members

Timely attendance is a critical aspect of every position in the Litchfield Elementary School District. In order to plan for routine absences and arrange adequate coverage for unscheduled absences, employees must ensure supervisors are aware of their situations regarding absences.

This procedure details the expectations for requesting leave and notifying your supervisor of an absence both scheduled and unscheduled. This procedure should be read in conjunction with applicable LESD policies, and does not supersede any directives contained in such policies and procedures.

Expectations

Employees are expected to work their full, approved work schedule as directed, report to work on time each day and be ready to work at the start of the day/shift.

Whenever possible, employees should attempt to schedule routine medical appointments at the beginning or end of the workday, or in the manner that causes the least disruption to Litchfield Elementary School District operations.

Lunch or approved breaks may not be accumulated for later use, combined and/or used to shorten the workday.

Earned Personal Leave or Vacation Leave

Requests by an employee to modify his/her work schedule, to work additional hours, to take earned personal leave, or to take earned vacation time if provided for by employee category, should be requested and approved by a supervisor in advance.

Employees should submit requests for earned personal leave or vacation leave to their supervisor at least two (2) weeks in advance. Leave requests may be made in one (1) of the four (4) following ways and must be documented in iVisions. Duration of the leave must be noted.

1. Orally - this would include face-to face meeting or conversation over the phone
2. In writing - written note to your supervisor
3. By electronic means - this would include email, text or online system
4. By the online system for reporting absences (*iVisions will be required even if one (1) of the above three (3) options have been selected as a way to report*)

Leave may only be taken once approval is received from the employee's supervisor. Leave may be granted at the supervisor's discretion, based upon operational needs.

If a guest teacher is needed during the time of the leave, the request must be logged into AESOP as soon as the request has been approved.

Prior approval must be given by the employee's supervisor for personal leave days immediately preceding or following a regularly scheduled school holiday. (Governing Board Policy [GCCA - Professional Staff Leave](#) and [GDCA - Support Staff Leave](#))

Earned Paid Sick Leave

Leave requests may be made in one (1) of the four (4) following ways and must be documented in iVisions. When possible duration of the leave must be noted.

1. Orally - this would include face-to face meeting or conversation over the phone
2. In writing - written note to your supervisor
3. By electronic means - this would include email, text or online system
4. By the online system for reporting absences (*iVisions will be required even if one (1) of the above three (3) options have been selected as a way to report*)

When the use of earned paid sick time is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time to the supervisor in advance of the use of the earned paid sick time and shall make a reasonable effort to schedule the use of earned paid sick time in a manner that does not unduly disrupt the operations of the Litchfield Elementary School District. ([A.R.S 23-373, Section C](#); Governing Board Policy [GCCA - Professional Staff Leave](#) and [GDCA - Support Staff Leave](#))

For three (3) consecutive days of absences using earned paid sick time documentation signed by a healthcare professional will be requested and is considered reasonable documentation indicating that earned paid sick time is necessary. (Governing Board Policy [GCCA - Professional Staff Leave](#) and [GDCA - Support Staff Leave](#))

Employees must report their absence prior to their scheduled start time. In no event should an employee report later than fifteen (15) minutes past the start of their regularly scheduled work day.

To be paid for earned sick time, employees must enter requests in iVisions no later than Saturday at midnight during the week of their absence. In the event that illness related absence is not entered by Saturday at midnight during the week of the absence, the absent time will be taken from earned personal time, in the event the employee has no earned personal time they will not be paid for the absence.

Professional Staff Members - The employee must contact their supervisor in one (1) of the four (4) ways mentioned above after it is determined the staff member will not be able to fulfill their site responsibilities for the day. The employee should also call the supervisor and if the supervisor is not available, the employee should leave a message, including a number where the employee can be reached, then continue to call the next person in descending order for their department according to the chart below:

District Office Administration	Principal/Asst. Principal	Teacher	Student Advisor	Instructional Coach and PBIS Coach
Executive Director and Report absence in iVisions	Superintendent and Report absence in iVisions	Principal/ Assistant Principal and Report absence in AESOP and iVisions	Principal/Assistant Principal and Report absence in AESOP and iVisions	Principal/Assistant Principal and Report absence in AESOP and iVisions
Superintendent's Administrative Assistant	Superintendent's Administrative Assistant	Office Manager	Office Manager	Office Manager

623-535-6017	623-535-6017			
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If a guest teacher is needed, the request must be logged into AESOP no later than twelve (12) hours prior to their scheduled start to the school day when possible.

If the unscheduled absence is not known twelve (12) hours before the start of the school day, the employee should still enter the request in AESOP as soon as they can and text or call the Principal or office manager to make them aware of the situation.

Psychologist	Speech Therapist	Occupational Therapist	Physical Therapist
Principal or Assistant Principal of the Site they are at for the day	Principal or Assistant Principal of the Site they are at for the day	Principal or Assistant Principal of the Site they are at for the day	Principal or Assistant Principal of the Site they are at for the day
Office Manager of the Site they are at for the day	Office Manager of the Site they are at for the day	Office Manager of the Site they are at for the day	Office Manager of the Site they are at for the day

Support Staff Members - The employee must contact their supervisor in one (1) of the four (4) ways mentioned above after it is determined the staff member will not be able to fulfill their work responsibilities for the day. If the supervisor is not available, the employee should leave a message, including a number where the employee can be reached, then continue to call the next person in line for their department according to the chart below:

Food Services	Transportation	Facilities	Warehouse	Technology
Primary Supervisor and Report absence in iVisions	Supervisor and Report absence in iVisions	Supervisor and Report absence in iVisions	Supervisor and Report absence in iVisions	Director of Technology and Report absence in iVisions
If Primary Supervisor is not available contact one of the other Supervisors	Leave a message on the main number for the Department 623-535-6070	Facilities Admin Assistant 623-547-1549	Text Supervisor	
Director of Food Services	Director of Transportation	Director of Facilities	Director of Purchasing	

Community Education Extended Day	Paraprofessionals Special Education assigned to a Teacher	Paraprofessionals General Education assigned to a Teacher	District Office Support Staff
Site Manager and Report absence in iVisions	Teacher and Report absence in AESOP and iVisions	Teacher and Report absence in iVisions	Supervisor and Report absence in iVisions
Site Leader	School Office Manager	School Office Manager	
Director of Community Education	Principal	Principal	

Requesting Advancement of Earned Sick Time - Earned Sick Leave Approval Process

The Superintendent will no longer be approving requests to advance sick time.

Leave Verification

For use of three (3) consecutive days using earned paid sick time, documentation signed by a healthcare professional will be requested. This is considered reasonable documentation indicating that earned paid sick time is necessary. (Governing Board Policy [GCCA - Professional Staff Leave](#) and [GDCA - Support Staff Leave](#))

Failure to follow the processes set up in the “Guidelines for Attendance” may lead to the time being deemed as unauthorized leave without pay. The employee will be subject to discipline, up to and including dismissal from employment.

When an employee calls in sick after being denied earned personal leave or vacation for the same day(s), medical verification is always required. Documentation signed by a healthcare professional will be requested and is considered reasonable documentation indicating that the absence was due to an illness.

Failure to submit medical verification as directed may result in the time being deemed as unauthorized leave without pay. The employee will be subject to discipline, up to and including dismissal from employment.

Disciplinary Action

Litchfield Elementary School District makes every effort to accommodate leave and absence requests that are submitted according to District policy and procedure. However, employees are expected to take responsibility for the appropriate use of LESD leave benefits. Excessive absences, tardiness, abuse of leave, or failure to report pursuant to LESD policy and procedures will not be tolerated and may result in disciplinary action, up to and including dismissal from employment.

The District has set the following standard for the maximum number of personal days off per fiscal school year July 1 - June 30 for the following work calendars before any disciplinary action would take place. These maximum days off only apply to earned personal leave days and unpaid absent days.

*Work Calendars A and H	11 work days
*Work Calendars B, G, K, O	8.333 work days
*Work Calendar C	9.64 work days
*Work Calendar C - Part-time only	7 work days
*Work Calendars D, L, M, N	7 work days
*Work Calendars E, F, I, J, Q, R	7 work days

* **Work Calendar job titles listed on next page**

Should an employee exceed these standards, District administration will impose discipline in a progressive manner. Prior to reaching those maximum days, District administrators will conduct and document counseling sessions with the employee and offer assistance as needed.

If the employee is approaching or has exceeded the maximum number of personal leave days off per year, the District recommends the following standards for the imposition of progressive discipline:

50% of Maximum Days reached	Conference Session
1-2 days beyond the maximum number of Days Off	Letter of Warning
3-4 days beyond the maximum number of Days Off	Letter of Direction
5-6 days beyond the maximum number of Days Off	Disciplinary action, up to and including dismissal from employment

Work Calendar	Job Title
A	12 Month Full Time
B	School Office Supervisors
C	Night Custodians
C	Night Custodians - Part Time
D	Cafeteria and Aides - 40 hours
E	Student Transporters - 28 hours +
F	Student Transporters - 28 hours and under and Monitors
G	School Nurses
H	12 Month Part Time

I	Aides and Food Services – less than 40 hours
J	Extended Day - 40 hours
K	Principals, Assistant Principals, Director of WTLC
L	Teachers, Assessment Staff, Instructional Coaches, PBIS Coaches
M	Student Advisors and District Media Specialist
N	Psychologists
O	Registrars and Student Transporters - 8 hours
Q	Aides (M-TH)
R	Aides (T-F)

Protected Activities

The following protected activities will be considered when looking at number of days missed and considering discipline of an employee for attendance reasons: FMLA leave, earned paid sick time, ADA protected leave, earned vacation leave, bereavement leave, jury duty, military leave, religious leave, professional leave or any other leave protected by law.

Work Calendars K, L, M, N and Administrators, Directors, Coordinators on work calendar A have an attendance goal. FMLA will be included in determining if employees meet this goal per Department of Labor Guidelines regarding FMLA and awarding an attendance goal. All other protected activities will not be considered when awarding attendance goal.

Department of Labor Ruling - January 26, 2009

Under the new rule, if a bonus or other payment is based off the achievement of a specified goal, such as perfect attendance, and the employee has not met the goal due to FMLA leave, then the payment may be denied as long as employees on non-FMLA leaves are treated similarly. For example if an employer's policy does not disallow an attendance award to an employee who takes vacation leave, then the employer cannot deny the award to an employee who substitutes paid vacation leave for FMLA leave.

Source: 29 CFR 825.215(c)(2); 73 FR 67934, November 17, 2008.