



OSHKI
OGIMAAG

Oshki Ogimaag Community School

Adopted: 03/19/2025

Revised: _____

POLICY No. _____

EMPLOYEE ATTENDANCE POLICY

I. PURPOSE

The purpose of this policy is to clearly define OSHKI OGIMAAG CHARTER SCHOOL'S policy regarding employee attendance.

II. GENERAL STATEMENT OF POLICY

It is the policy of **The Board of Oshki Ogimaag Charter School**, to establish reasonable expectations of attendance and timeliness to ensure the successful functioning of Oshki Ogimaag Charter School (OOCs).

- a) Work schedules, start times, end times and break times are established by the employee's supervisor (Director and/or Assistant Director), based upon the needs of OOCs. The employee's direct supervisor is responsible for communicating work schedules to employees.
- b) Employees are expected to be at their post, in a fit condition and ready to work at their scheduled start time each work day. Work activity should commence at starting times and continue until the normal designated stop times for breaks, lunch, or the end of the work day.

- c) In the event of absence or tardiness from an assigned work schedule, the employee is required to report the absence or tardiness to OOCS's Assistant Director. When reporting the absence the employee must text or call OOCS's Assistant Director. In the event OOCS's Assistant Director is not able to respond to the employee, the employee should report their absence or tardiness to OOCS's Director and OOCS's Assistant Director via email. In the event of unexpected employee absence, the employee must call at least one (1) hour prior to their scheduled work time.
- d) OOCS reserves the right, within the parameters of the law, to require an employee to submit a physician's certificate in the event of repeated absences for medical reasons or in the event of medical absences exceeding three (3) days.
- e) OOCS recognizes that an occasional absence may occur, as defined by OOCS's policies for holidays, vacations, jury service, funerals, family and medical leave, personal leave, military leave, voting, bereavement and other leaves. Time off from work in excess of the employee's accrued PTO are unpaid.
- f) An employee's absence will be considered excused if covered by policy and the employee provides proper and timely notification deemed satisfactory to their supervisor. Timely notification means calling in on the day of absence at least one (1) hour prior to start of shift or providing advance notice for absences which can be anticipated.
- g) An employee's absence will be deemed unexcused when an employee fails to call in following established protocol, gives a late notice, fails to give advance notice for an absence which could be anticipated , exceeds the number of allowable absences as defined by policy or authorized in advance by their supervisor. Unexcused absences are subject to discipline, which may include termination of employment, as defined in policies on discipline and separation of employment.

- h) Excessive absenteeism is defined as two (2) or more instances of unexcused absence in a thirty (30) day period. Such excessive absenteeism is subject to discipline. Any eight (8) instances of unexcused absenteeism in a twelve (12) month period are considered grounds for discharge.
- i) In the event an employee is absent for two (2) days or more without prior notice or approval, such absence is viewed as job abandonment. The employee is then separated from employment as a voluntary resignation.
- j) In the event a nonexempt employee reports to work late, they will be docked for time missed. Any lateness of six (6) minutes or more, shall result in loss of pay equivalent to 1/10 of an hour for each six minutes of lateness or portion thereof.
- k) Excessive tardiness shall be subjected to discipline, which may include termination of employment. Excessive tardiness is defined as three (3) or more instances of lateness in a thirty (30) day period and is subject to discipline. Any twelve (12) instances of lateness in a twelve (12) month period are considered grounds for discharge.
- l) An employee's request to leave work early may be considered by OOCS's Director or OOCS's Assistant Director. Approval of such absences will be based upon the urgency of the reason for absence and department staffing needs. As a general guide, early departure from work must not exceed one (1) instance every thirty (30) days, with a maximum of five (5) instances of early departure in a twelve (12) month period.
- m) The Administrative Assistant is responsible for maintaining attendance records and for advising respective supervisors if an employee's absence or lateness exceeds the guidelines of this policy.