

San Luis Valley BOCES

Unauthorized Leave of Absence and Attendance Procedures

Punctual and regular attendance is an essential responsibility of each employee at the San Luis Valley Board of Cooperative Educational Services. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of the education process for our students. To ensure adequate staffing, positive employee morale and to meet expected outcome for the students, employees will be held accountable for adhering to their workplace schedule. Employees are expected to remain at work their entire work schedule.

In the event an employee is unable to meet this expectation, he/she must obtain approval from their direct supervisor in advance of any requested schedule change. When an employee has a schedule change from the workplace for any reason, the employee shall also notify the BOCES human resource office as soon as the employee is aware of the schedule change. In no case shall this notification be later than noon. Failure to report any absences and/or schedule changes to the BOCES human resources office shall be considered an unauthorized leave of absence.

An employee is deemed to have an unauthorized leave of absence when he/she is unavailable for work as assigned/scheduled and the direct supervisor as well as the BOCES HR Office is not properly notified.

An employee who fails to call in and report to work as scheduled for three consecutive scheduled work days will be viewed as having abandoned their position and employment will be terminated.

Timely and regular attendance is a performance expectation of all San Luis Valley BOCES employees. Consequently, those employees who have exhibited unsatisfactory attendance that results in disciplinary action (verbal or written) during the course of the year may have the behavior documented in their annual evaluation, which may lead to termination. The following grid is designed to provide guidelines when addressing the total number of unauthorized leave of absence and/or absences in a school year, provided that the reason for the occurrence is not protected under the FMLA, Family and Medical Leave Act or Americans with Disabilities Act.

Please remember it is the employee's responsibility to consistently read work emails. Verbal and/or written warnings around Unauthorized Leave of Absence Procedures may come via email.

Progressive Discipline Process

Unauthorized Leave of Absence	Occurrences	Discipline Step and Action
* Tardies	1 Occurrence	Step 1: Verbal Warning
* Requesting time off during the day without notifying BOCES	2 Occurrence	Step 2: Written Warning
	3 Occurrence	Step 3: Final Written Warning
* Not calling per policy GBGG	4 Occurrence	Step 4: Termination

Total Number of Days Absent	4 Day School Week	5 Day School Week	Discipline Step and Action
* Consecutive or Nonconsecutive	9 Days	12 Days	Step 1: Verbal Warning
	10 Days	13 Days	Step 2: Written Warning
	11 Days	14 Days	Step 3: Final Written Warning
	12 Days	15 Days	Step 4: Termination

Employee Name (Printed)

Employee Signature

Date