

435 ABSENCE DUE TO UNFORESEEN CIRCUMSTANCE

I PURPOSE

The purpose of this policy is to direct school personnel regarding absence due to unforeseen circumstances.

II GENERAL STATEMENT OF POLICY

An individual's absence from work that is due to an unforeseen circumstance or situation that is beyond the employee's control (not to include weather cancellations unless approved by the Superintendent); i.e., road conditions, automobile breakdown, etc., will be handled in the following manner:

- A. Employee's first absence of the above category for the school year:
 - 1. First one-half day: no penalty. Employee's duties will be covered by the building staff.
 - 2. Second half of day: personal leave deduction (even if no substitute was hired) if the employee has a balance of unused personal leave days, or vacation leave deduction if the employee has balance of unused vacation days, pro-rated for that portion of the second half of day the employee was absent. If the employee has no unused personal or vacation leave balance, the employee will be deducted full salary for the second half of the day, pro-rated for that portion of the second half of day the employee was absent.

- B. Employee's second absence of the above category for the school year:
 - 1. First one and one-half hours of the day: no penalty.
 - 2. Beyond the first one and one-half hours of the day: personal leave deduction (even if no substitute was hired) if the employee has a balance of unused personal leave days, or vacation leave deduction if the employee has a balance of unused vacation days, pro-rated for that portion of the day the employee was absent that was in excess of the first one and one-half hours of the day. If the employee has no unused personal or vacation leave balance, the employee will be deducted full salary, pro-rated for that portion of

the day that the employee was absent that was in excess of the first one and one-half hours of the day.

C. Employee's third and subsequent absences of the above category for the school year:

1. First one and one-half hours of the day: no penalty.
2. Beyond the first one and one-half hours of the day: full salary deduction, pro-rated for that portion of the day the employee was absent that was in excess of the first one and one-half hours of the day. No usage of personal leave or vacation leave will be allowed.

Employees who find that they are not able to be at their duties as scheduled due to an unforeseen circumstance should notify their supervisor as soon as they are able to do so in order that arrangements can be made for a substitute, as necessary.