

Education Staff Leave Procedure

Policy: Staff members will follow the proper procedure when unable to attend work on a scheduled work day or requesting time off in advance.

Performance Standard: 1302.21 Ratios and group size, 1302.101 Management Systems

Procedure:

- If an employee is unable to attend work on a scheduled work day, they must contact the designated staff member to schedule coverage. Initial contact can include a phone call or text message. If the employee receives a response that their classroom is covered, the employee has fulfilled their obligation and is free to take the day.
- If initial contact is made but no response is received, the employee must make follow up contact to ensure the original communication was received. If no response is received after two attempts, the employee is to contact the designated manager.
- If the employee does not receive communication that their classroom has the appropriate coverage, the employee is expected to proceed to work and request coverage from the classroom.
- The designated staff member is expected to notify the employee unable to attend work that they are covered in the classroom as well as notify the teaching partner that coverage has been scheduled.
- If an employee is requesting time off in advance, they must submit a leave request in advance (two weeks when possible). Leave requests will be processed as quickly as possible but may be delayed in process of securing coverage
- The request is not considered approved until the employee has received notification from the designated staff member that covered has been arranged. In the event that coverage is not available, the request may be denied. The employee will be notified if the request is denied.
- Leave requests are subject to supervisor approval and will be considered in the order that they are received. Multiple requests for the same date may be denied due to lack of coverage.