Attendance

St. Mary's Charter School ("School") expects all employees to conduct themselves in a professional manner during their employment. This includes practicing good attendance habits. All employees should regard coming to work on time, working their shift as scheduled, and arriving and leaving at the scheduled time as essential functions of their jobs.

The School has established the following policies for employee attendance:

1. Employees should arrive to work and be at their assigned duty station no later than their scheduled start time.
2. Employees should remain at their duty station unless the needs of the job require being elsewhere or as authorized by their supervisor, except during authorized breaks.
3. Employees should take only the time normally allowed for breaks as authorized by their supervisor.
4. Non-salaried/Non-exempt employees should leave promptly at the end of their scheduled workday, unless given permission by their supervisor to work past that time.
5. Employees should call in and personally notify a supervisor if they will be absent or tardy, unless a verifiable emergency makes it impossible to do so.
6. In addition to any time clock or time-recording system the School may implement, time keeping for non-exempt employees must be done weekly and manually using the School's approved time sheets.

Notice of Absence or Tardiness

Absence or tardiness may be excused under exceptional circumstances, but generally only if an employee provides prior written notice of the need to be absent or tardy. Such advance notice is necessary so that other arrangements can be made to cover the employee's responsibilities, if necessary.

The Director of Human Resources shall develop procedures concerning employee absence and tardiness. These procedures shall be distributed to all employees.

Employee Work Schedules

The Director of Human Resources shall see that work schedules are developed and distributed for each position with the School.

Job Abandonment

An employee who is absent without notice for three or more consecutive days shall be considered as having abandoned his or her job; the School shall process the employee's work separation as a voluntary resignation without good cause related to the work.