

Southgate

Attendance Practice

August 19, 2014

Updated January 26, 2015, February 20, 2015, Updated August 12, 2015



New Tenure Law and Evaluation Tools:



Performance evaluations
must consider staff
attendance!

The District recognizes
the importance and
necessity of good
attendance for the
benefit of student
learning.

Contractual Language Examples:

- Administrative Assistants: Article 7
- BESSS: Article 17
- Food Services: Article 13
- General Education Paras: Article 15
- Special Education Paras: Article 10
- SPSA: Article 5
- SAEC: Article 12

Reporting an Absence

**ALL Staff must report an absence using the
AESOP
system effective immediately.**

You may report off via computer

or

by phone

(Please visit <https://emp.aesonline.com/Employee/Home>, or phone 1-800-942-3767)

AESOP is available 24 hours a day.

Please log on as soon as you know you'll be absent.

You must report off at least one (1) hour prior to your start time.



If, in the case of an emergency, you report less than one hour before your reporting time, contact your supervisor, as you will be unable to access AESOP if there is less than one hour before your start time.

SURGERY

Scheduled Surgery

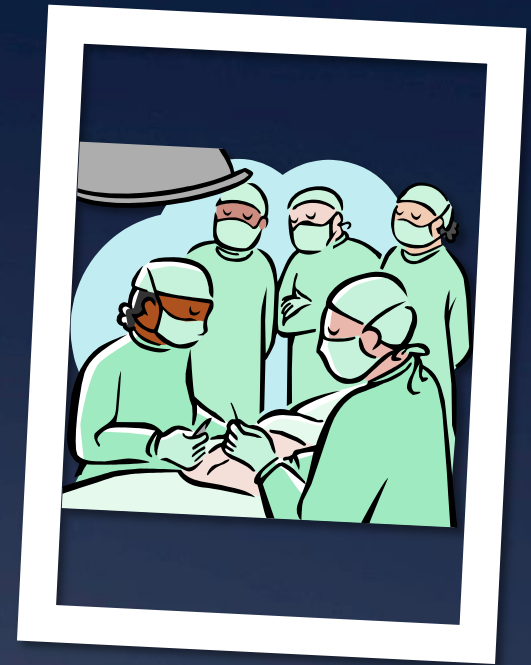
Notify your immediate supervisor and Human Resources at least 30 Days in advance. This is a requirement under the FMLA (Family Medical Leave Act)

Emergency Surgery

Notify your immediate supervisor and Human Resources as soon as you, or a designee is able.

Elective Surgery

Elective Surgery should be done during Summer Recess or a Holiday Break!



5 or More Consecutive Days

- Report off using AESOP
- Contact immediate supervisor indicating the reason for absence.
- Be prepared to return to work with a letter from your physician, or turn in your letter to the HR Department ahead of your return.
 - *Effective July 1, 2011 The Human Resources Department will require this documentation*

5 or More Consecutive Days

Supervisors are to ensure that the HR Department receives the documentation immediately.



Additional Attendance Information

- * Employees may not use personal time to extend a scheduled break.
- * Union employees: Refer to your contract language regarding additional personal business day usage.
- * Non Union employees: Personal Business Days must be approved in advance by your administrator.

Reporting to Work after an Injury

If an employee breaks a leg, for example, they may think it's ok to return to work.

The Administrator should consider:

Is it safe for this employee to be at work performing their daily job responsibilities in their working environment?

If uncertain, a note from their physician is in order.

