

WORK SCHEDULES & ATTENDANCE

Work Schedules

Employees in the Sigsbee Charter School work a wide variety of schedules and hours. The work year may be based on a 10-month, 11month, 12-month or other schedule, and regular work hours may range from less than 10, to 40 hours or more per week, depending upon the nature of the position and the school's needs. One's supervisor or principal will explain the work hours associated with a position in accordance with SCS policies and answer any pertinent questions. Any adjustments or special requests must be made directly to the principal.

Unless otherwise stated in an employee's contract, staff members are required to be onsite and ready to work from 7:40 AM – 3:40 PM Monday-Friday. Within the work day, every employee is guaranteed a 30 minute duty-free lunch and an additional 30 minutes (non-continuous) of break time.



Attendance and Absences, (See Also- *Time Off* below)

All employees are expected to be regular in attendance. If illness, injury or other situation prevents you from coming to work, you must notify the HR/ Office manager of the absence as far in advance as possible so that appropriate coverage may be arranged. If an employee is absent for more than two days (2) he/she may be required to provide written medical documentation to the HR/ Office Manager to justify the absence. Employees who exceed seven days may be subject to termination. Requests for leave beyond the seven days will be brought to the Board with input from the principal.

If written medical documentation verifying the need for absence is not received in a timely manner, the absent employee is subject to being placed on unpaid status, and is also subject to being deemed as having resigned employment by abandoning his or her job or having terminated his or her employment. Medical documentation verifying the need for absence from work may also be required to support absence at any time, including, without limitation, in the event of excessive sporadic absence.

In the event of an illness that requires more than the time delegated to the employee , or for a particular amount of time in excess of an already individually contracted period, any request for personal leave must be made to the Principal who will tender it to the Board of Directors for a final determination.

Additionally, in the event of a teacher's planned absence, it is expected that lesson plans and other pertinent materials relating to curriculum and schedules can be easily accessed by the principal or administrator and the substitute teacher and that notice of absence will be made to the teacher's Supervisor.

At SCS we respect employee's personal time, but we demand the best for the students in our care. All employees who request personal/non-medical time off during the school year (not in excess of contractually allotted time) must do so in writing at least two (2) weeks in advance of any planned time off. Whether or not to grant this requested leave is the sole prerogative of the Principal and will be based solely upon the best interests of SCS. All use of substitute teachers must be authorized by the Principal.

Failure to notify the proper party of an absence in a timely manner or to provide requested medical documentation can result in disciplinary action up to and including termination.

School Cancellations

Periodically, weather or other emergency conditions may necessitate that schools be closed due to inclement weather, such as tropical storms. Such closings due to inclement weather are announced on radio and local media. A telephone calling chain is maintained for communicating school closings due to inclement weather or other emergencies. Certain employees may be required to report to work under severe weather or other emergency conditions. Your principal or supervisor will advise you if your position falls within this category.

TIME OFF

Holidays

Holidays are built into in the yearly Board approved calendar. All Staff are salaried based upon this calendar and should review their individual contracts for specific paid holiday information, if applicable. Again, all full time staff members are paid over the course of 12 months.

The calendar does not necessarily apply to vendors and independent contractors whose schedules are dictated by their contract.

For employees who are eligible for paid holidays to receive pay for the specific holiday, the holiday must fall within the employee's regular work week. For example, an employee whose regular work year is from September to June would not be eligible for the July 4th holiday; similarly, an employee who normally works a three day schedule consisting of Wednesdays, Thursdays and Fridays would not be eligible to be paid for Labor Day, which traditionally falls on a Monday.

Employees who are on an unpaid leave of absence or are otherwise absent without pay are not eligible to be paid for holidays.

Personal/Sick Days

SCS trusts that our employees will act with integrity. Personal and sick days are assigned to each employee to be used at their discretion and according to the procedures outlined in this handbook. Each full time employee is provided with two (2) personal days and five (5) sick days.

Personal days may be used to schedule a day off; a leave request must be submitted 2 weeks prior to the requested day. Personal days may not be used to extend a holiday or any other time off. Personal days that have not been used will not roll up to the next contract year or be paid out if an employee resigns, is non-renewed or terminated.

Each full time employee is provided with five (5) sick days. Sick days would not typically be scheduled in advance. Exceptions to this would be in the case of a medically necessary procedure or appointment, for which a doctor's note will be required. If more than two consecutive sick days are taken, a doctor's note is required, if no note is provided, the days will be unpaid. Sick days may also be used to care for a sick family member; spouse, child or parent.

Sick days can roll up to the next contract year and can continue to roll up to a maximum of 30 days. If an employee resigns or is non-renewed at the end of their contract (school year), sick days will be paid out at a rate of 50% for all days accumulated. If an employee resigns before the end of the school year, only those days accumulated in the prior contract years will be paid at a rate of 50%. If an employee is terminated for cause or any other reason, no accumulated days will be paid. When sick days are paid out at the end of a contract, they will be paid out of the employee's current daily rate.