

ABSENTEEISM AND TARDINESS

The school expects all employees to assume diligent responsibility for their attendance and promptness. Recognizing, however, that illness and injuries may occur, the school has established a sick leave policy to compensate full-time regular and part-time regular employees for certain time lost for legitimate medical reasons.

An employee who needs to be absent for medical reasons should notify his or her department administrator and designated supervisor as soon in advance as possible so that arrangements can be made to cover his/her position.

It is important that all employees, but especially those who have direct responsibility for students, report on time. Excessive tardiness has a detrimental impact on the accomplishment of the school's goals and objectives. Accordingly, administrators and supervisors are required to closely monitor prompt reporting to work.

Absenteeism or tardiness that is unexcused or excessive in the judgment of Maggie L. Walker Governor's School is grounds for disciplinary action, up to and including dismissal.

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Staff Leave and Absences