

## **FILE: GBRB**

**Cf:** [GBN](#)

## **EMPLOYEE ATTENDANCE**

Employees of the Jefferson Davis Parish School Board shall be expected and required to report to their designated work locations in the prescribed manner and at the prescribed time work activity is to commence. Employees shall also be expected to remain at work for the entire work period excluding any rest and meal periods permitted. Tardiness, unexpected absence, or failure to report to work as scheduled may result in disciplinary action. In cases of anticipated absence or where the employee cannot report to work as scheduled, the employee shall notify his/her supervisor as soon as possible after the employee becomes aware that he/she will be absent from work. Continual absence by the employee shall be conveyed to the employee's supervisor on a regular basis. The frequency of contact that may be required shall be determined by the supervisor.

### ABSENCES DURING DAY

No teacher or other employee shall leave the school campus or work location without having first obtained permission from the principal/building administrator or designee. Teachers shall be required to sign out, stating the reason for leaving school. Upon returning, the teacher shall sign back in and note the time of his/her return. An employee's immediate supervisor may authorize an absence during the business day. The Superintendent or designee must grant permission for a period of one day or more.

### Reporting Absences

All absences reported by the immediate supervisor shall be recorded and counted toward an employee's leave time.

### Unauthorized Absence

Any employee who is absent from work and who has not received an authorized leave shall be considered on *unauthorized leave*. Any employee on unauthorized leave shall receive no pay for those days which constituted the unauthorized leave and may be subject to dismissal and/or other disciplinary actions.

### Job Abandonment

If an employee is absent for ten (10) or more days without explanation or approved leave, the School Board may consider the job as abandoned and the employee terminated, unless the employee can provide acceptable and verifiable evidence of extenuating circumstances, as determined by the Superintendent.

New policy: August 16, 2012

Ref: La. Rev. Stat. Ann. §§[17:81](#), [17:1186](#), [17:1201](#), [17:1202](#), [17:1203](#), [17:1204](#), [17:1206](#), [17:1208](#), [17:1208.1](#)

Board minutes, [8-16-12](#)

Jefferson Davis Parish School Board