

EMPLOYEE ATTENDANCE

Statement of Policy

To successfully perform the instructional mission of the MSD of Wayne Township, all employees must perform their assigned duties at the time and place agreed upon at the time of their employment. Non-exempt employees are not authorized to perform unscheduled work without advance approval of their immediate supervisor. The accurate reporting of time worked for employees in positions that are not exempt from the overtime provisions of the federal Fair Labor Standards Act (“non-exempt employees”) shall in all cases be an accurate statement of the time actually worked.

Approved Leaves

Employees covered by a collectively bargained agreement, i.e. teachers, are entitled to leave in the circumstances prescribed by law or the collectively bargained agreement between the School Board and the duly elected exclusive representative of these employees.

Employees in administrative positions excluded from coverage by the collectively bargained agreement for teachers are entitled to leave in the circumstances prescribed by law or the administrative benefit and leave schedule adopted by the Board.

An “eligible employee” as defined by the Family Medical Leave Act is entitled to leave pursuant to that statute and Board Policy D375: Family and Medical Leave.

After all other applicable paid and unpaid leave is exhausted, an employee with a disability, as set forth in regulations of the Equal Employment Opportunity Commission implementing the Americans With Disabilities Act, may apply to the Personnel Office for unpaid disability leave as a reasonable accommodation for the disability if a health care provider (as defined in Board Policy D375: Family and Medical Leave) certifies in writing that to a reasonable degree of medical certainty, the additional leave requested will allow the employee to be able to perform all of the essential functions of the employee’s position with reasonable accommodation upon return from the leave. A request for unpaid leave as an accommodation for an employee’s disability will be evaluated as a reasonable accommodation. Where the requested leave is not a reasonable accommodation, the employee may be terminated with the understanding that the employee may re-apply for the same or a similar position in the event the employee becomes able to perform the essential functions of the position with or without reasonable accommodation.

Attendance Required When Not on Approved Leave

Each employee is to report to work and remain at work during the scheduled hours of work for the position held unless:

- a. the employee is eligible for leave by contract, Board policy, or law;
- b. leave is applied for and granted; and
- c. the employee's supervisor is notified prior to the absence in the manner specified for the leave taken.

Absence from work without compliance with each of these conditions for leave listed above may result in discipline.

Unless on leave, a District employee shall be at the designated work location ready to perform the essential functions of their position with any reasonable accommodation. Absence from work without compliance with each of these conditions for leave listed above will result in discipline. Discipline may include termination.

References:

Americans with Disabilities Act, as amended

Fair Labor Standards Act

Family-Medical Leave Act

MSD of Wayne Township, Marion County, Indiana

Adopted: November 4, 2002

Revised: April 15, 2013

Reviewed: May 13, 2019