

# ATTENDANCE/LATENESS SUMMARY

- SEH-90 - Employee attendance record
- Be careful of patterned absences, i.e.:
  - Before or after holidays
  - Mondays & Fridays
- Three (3) codes that trigger and count toward the disciplinary process:
  - 04 – personal illness (F04: full day personal illness, H04: half day personal illness)
  - 31 – illness in family (F04: full day illness in family, H04: half day illness in family)
  - 61 – unapproved absence without pay
    - Five (5) days of F61 considered to be job abandonment and grounds for termination.
- Occurrence of absence: Consecutive days of absence count as one (1) occurrence
- Four (4) or more consecutive days of absence (04 or 31) requires an SEH-3: Request Absence for Personal Illness/Illness in Family
- Other leaves are not counted against you for purposes of discipline (ex. Personal Leave, Jury Duty, Bereavement, etc.)
- Family Medical Leave Act (FMLA)
  - Can protect you against discipline for associated absences if proper written application with medical documentation is submitted to Employee Health Services.
  - If approved, the district cannot discipline you for associated absences.
- Illness in the Family (31)
  - Less than two (2) years as an appointed employee: ten (10) days at half (½) pay
  - More than two (2) years as an appointed employee: thirty (30) days at half (½) pay
- Arbitration dated August 19, 1985
  - Arbitrator ruled that the employer has a right to expect the employee to attend work and be on time.
- Lateness cannot be defended, please be on time!