

EMPLOYEE ATTENDANCE

Employees of the Livingston 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.

Principals and the administrative staff should be in their buildings or on campuses ahead of pupils or teachers, and should remain on campuses until pupils and teachers have gone from school. Principals who leave their campuses for any purpose, other than attendance at civic clubs, principals' meetings, going to the administrative offices of the School Board, or other routine business affairs connected with the schools shall secure prior approval of the Superintendent/designee for such absence.

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

It shall be the policy of this Board that whenever it is necessary for personnel to leave the school premises for school or non-school business, he/she shall report such absence as follows:

Supervisory Personnel

The Board shall require supervisory personnel leaving the office on school business to notify the secretary and receptionist as to their whereabouts.

Principals

School Business: Any principal leaving the school for two (2) hours or less shall notify the school secretary and assistant principal (if there is one) as to his/her whereabouts.

If the principal expects to be away from school for more than two (2) hours, he/she shall

notify the Superintendent/designee (as well as the school secretary and assistant principal).

Non-School Business: All principals must get approval from the Superintendent/designee for each and every occasion when they plan to leave school on non-school business.

Teachers

Should it be necessary for a teacher or staff member to leave the school during regular working hours, he/she shall have the approval of the principal or assistant principal.

The Board may deduct from a teacher's pay for tardiness, provided tardiness caused loss of time from official duties on more than two (2) occasions and for a period of one hour or more during the school year. Pay deductions shall be based on one day's pay pro-rated to the period of tardiness.

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.

Revised: October 4, 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, 10-4-12.