

STAFF ATTENDANCE/DEC Policy Change Quick Guide

DEC (LOCAL) CHANGES

This two-page Quick Guide is a high-level summary of DEC (LOCAL) policy changes approved by the Board of Trustees. These changes include the addition of two local days per employee, bringing to five the total number of available personal days

Why the changes?

The changes more clearly define district attendance requirements, benefits and types of leave employees may take. This streamlined approach makes the policy easier to understand and reduces the length of the policy. The policy change process also included an opportunity for employee organizations to provide feedback.

What's new in the policy?

- Time Off definition
- Days Proration definition
- Investigations of medical/worker's compensation leave abuse
- No Show definition
- Exhaustion of Available Days

What information will be moved to DEC Regulation?

The following information will be found in DEC (Regulation):

- Medical Certification
- State Personal Leave
- District Local Leave
- Emergency Leave
- Professional Leave

Helpful definitions:

Overall Attendance Rate: Includes ALL absences on all work days including AABS

Adjusted Attendance Rate: Disregards any absence where an employee is conducting district business but is not physically present in the classroom, such as AABS APPROVED ABSENCE

Full Day Attendance Rate: Considers any absence where an employee is not present for any portion of the work day on any day.

Student Contact Attendance Rate: Considers any absence where an employee is not physically in the classroom or workplace, regardless of the reason why, on any day that is an instructional day for students.

Discretionary Adjusted Attendance Rate: Considers any absence where an employee has discretion regarding the absence.

Dock Absences/Days: Any absence that results in a dock in pay. These employees have exhausted their PTO allotment and any absence after that results in DOCK absences.

Regulation Policy: Administrative procedures that assist in implementation of policy.

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What policy language has been adjusted in an effort to clarify information?

- **Leave** —the word “day” is now used in place of the word “leave” when describing sick time and time allotted to employees for personal use.
- **Workday**—the word “day” was added for clarification to read a workday/day
- **Earned Compensatory Time** — a clearer description has been added
- **Excessive Absences/Tardies/Dock Days**—information has been combined and definitions are more clear
- **Attendance Incentive Programs**— language adjusted to clarify information
- **Fitness for Duty Certification**— section title changed to “Return to Work Authorization”
- **Second Opinion**—information regarding a second opinion in the determination of any medical related leave has been removed
- **Sick Leave Bank Program**— language adjusted to clarify information
- **Inclement Weather**— language adjusted to clarify information

What information has been consolidated and moved within the policy document?

The following information can still be found in the policy, however, it’s been moved and/or combined with a related topic to make the policy easier to understand:

- **Reporting Absences From Duty**—moved from page 4 to page 5 to Reporting Absences
- **Priority Return**—moved from page 11 to page 4
- **Neutral Absence Control Policy**—moved from page 10 to page
- **Abuse of Leave**—moved from page 11 to page 5
- **Medical Related Leaves**—information has been consolidated into one section
- **Other Leaves**—information has been consolidated into one section
- **District-Related Leave**—information has been consolidated into once section
- **Job Abandonment**—moved from page 11 to page 7
- **Non-Duty Days**—moved from page 10 to page 2 to Time Off
- **Abuse of Leave**—moved from page 11 to page 5
- **Military Wartime Leave**—moved from page 11 to page 6 to Other Leaves
- **Bereavement (Funeral) Leave**—moved from page 16 to page 6 to Other Leaves section
- **Medical Leave Of Absence/Temporary Disability (Non-FMLA)**— moved from page 17 to page 5 to Medical Related Leave
- **Assault Leave**—moved from page 18 to page 7 to District-Related Leave
- **Worker’s Compensation Leave**—moved from page 20 to page 6 to Medical Related Leaves
- **Hardship Leave**—moved from page 20 to page 6 to Medical Related Leaves