

# WASHITA VALLEY COMMUNITY ACTION COUNCIL EARLY HEAD START/ HEAD START PROGRAM

## STAFF ATTENDANCE POLICY

### PURPOSE:

Washita Valley CAC Head Start and Early Head Start employees are expected to report to work on time and to work their scheduled hours. Absences and tardiness create a hardship on co-workers and cause the children's routine to be interrupted.

Washita Valley is expected to comply with both state and federal staff-child ratios. Failure to comply with these ratios because of staff absences and/or tardiness puts our children and our funding at risk.

Washita Valley allows needed time off as circumstances arise. However, employees who establish patterns of perpetual and/or excessive absence or tardiness may be subject to disciplinary action and/or termination.

### REQUIREMENTS:

1. In cases of annual leave and leave without pay the employee must make acceptable arrangements prior to the day when they will be gone according to the Personnel Policies and Procedures.
2. Classroom staff must schedule all non-emergency appointments during the time children are not in the classroom if possible. A medical emergency is an illness, accident, or injury which can endanger the employee or his/her immediate family. Other emergency is any crisis or event that involves danger to the employee, their home or family which requires immediate attention.
3. In cases of illness the employee must personally notify his/her supervisor as far in advance as possible but no later than 30 minutes after the beginning of the work day.
  - Classroom staff must talk directly with the Center Director.

- The Center Director must call the fiscal office.
  - Other Staff must speak to or leave a message with their immediate supervisor. If their supervisor is not available, the employee must notify their supervisor's supervisor.
  - The supervisor will notify the fiscal office.
  - Office staff must also notify the receptionist when off work.
4. Center-based staff must obtain permission from the Center Director to leave the premises during the work day and must sign in and out.
- Head Start managers, Early Head Start managers, and other office staff who are away from the office must notify the reception desk of their location during working hours.
  - Family Advocates must notify the Center Director of the center where their office is located or the Family Services Manager of their whereabouts during working hours.
  - Other staff must notify their supervisor before leaving work site.
5. Sick Leave is allowable only in the event of employee illness or illness of his/her family and cannot be used as other paid time off. Failure to keep accurate time and attendance records or leave sheets may result in disciplinary action.
6. Employees off on sick leave four consecutive days must have a doctor's release to return to work as stated in Personnel Policies and Procedures.
7. Attendance at in-service training is mandatory unless the employee is ill or has an emergency. Employees who cannot attend in-service must notify the Head Start Director in advance. Employees may not leave in-service early without prior approval from the Head Start Director.
8. Tardiness is excessive if the employee arrives late to work more than two times in one week or more than four times in one month and may result in disciplinary action.

9. Repeated absences without pay may result in disciplinary action or termination.
10. An employee absent from duty without proper notification or authorization from the Program Director or Executive Director may not be paid for time off and may be subject to disciplinary action up to and including termination.
11. Extended time off for non-emergency medical reasons or other reasons should be scheduled in advance and during the time Head Start is not in session unless a physician states the time off is a medical necessity.
12. Absences of more than five days for medical reasons will be counted against Family Medical Leave at the discretion of the agency if the employee is eligible for FMLA.
13. Employees who establish a pattern of absences such as absence after every payday or every Friday may be subject to disciplinary action.