

ABSENCE GUIDELINES FOR UNITE HERE LOCAL 634 EMPLOYEES OF THE SCHOOL DISTRICT OF PHILADELPHIA

GENERAL GUIDELINES:

- At each year's introductory meetings, supervisors and principals shall stress importance of regular attendance, advise that attendance will be closely monitored, and provide a copy of this procedure.
- If employee has a 204 in effect from the previous year, the disciplinary process may proceed to the subsequent step in the process.
- For the purposes of this policy, an occurrence is defined as a period of absence over consecutive work days.
- Employees are expected to follow the appropriate call in procedures for absences.
- Questions regarding the applicability of the FMLA should be referred to the Employee Health Services Office.

SCHEDULE OF COMMUNICATION AND DISCIPLINE:

After second occurrence of absence for personal illness and/or illness in family in a school year:

- Informal conversation with employee
- Note on SEH-90 that conversation took place
- Memo to employee to document conversation

After fourth occurrence of absence for personal illness and/or illness in family:

- Write warning memo, attach SEH-90
- Place in school file
- Template appears on website (Labor/Employee Relations forms)

After sixth occurrence of absence for personal illness and/or illness in family:

- Write SEH-204, attach SEH-90 and previous memo
- Schedule a conference with representation
- Forward documents to Assistant Superintendent
- Assistant Superintendent should forward documents to be added to official file
- Template appears on website

After eighth occurrence of absence for personal illness and/or illness in family:

- Write SEH-204, attach SEH-90 and attach previous 204 and memo
- Recommend suspension
- Schedule a conference with representation
- Forward documents to the Hearing Officer for Human Resources
- Employees who exceed eight occurrences in a work year may be terminated.

PATTERN ABSENCES:

Pattern Absences are defined as a series of single day absences which occur on the workday before or after a scheduled day off or a holiday.

- Any employee with two (2) pattern absence occurrences in the employee's work year will receive a written warning memo, attached to an SEH-90, and the memo will be placed in the employee's school/office file.
- An employee with four (4) pattern absence occurrences in the employee's work year will receive an SEH-204, attached to the SEH- 90, and the SEH-204 will be placed in the employee's school/office file; a conference will be scheduled with representation; the documents will be forwarded to the Assistant Superintendent for transmittal to the employee's official file.
- If an employee reaches six (6) pattern absence occurrences in the employee's work year, then the employee's absence record will be reviewed for possible termination; the employee will receive an SEH- 204, attached to the SEH-90; a conference will be scheduled with representation; the documents will be forwarded to the Hearing Officer for The Office of Talent and Development. The documents will be forwarded to the employee's official file if the recommendation for discipline, up to and including termination, is upheld.

Pattern absence occurrences will be counted as occurrences the same as those in the general policy, above, and are not separate and apart. Therefore, any employee can be terminated at the accumulation of six (6) occurrences of pattern absence or a combination of any pattern absence occurrences and absence occurrences totaling ten (10) for a ten (10) month employee and eleven (11) for a twelve (12) month employee in a work year.

NOTE:

The Employee Relations Office is always available to discuss these matters for clarification, sit in conferences and proof all documents.