

# PFT ABSENCE GUIDELINES

## First Faculty Meeting

- Stress importance of regular attendance
- Advise that attendance will be closely monitored
- Include procedure in Staff Handbook

After the third 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 the fifth occurrence of absence for personal illness and/or illness in the family

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

After the seventh occurrence of absence for personal illness and/or illness in the family

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

After the ninth occurrence of absence for personal illness and/or illness-in-family

- Write SEH-204, attach SEH-90, attach previous 204 and memo
- Recommend suspension
- Schedule a conference with representation
- Forward documents to Assistant Superintendent for a second level conference (if a teacher) or to the Employee Hearing Officer for the Office of Talent (if non-instructional)

Additional information

If employee has a 204 from the previous year, you may proceed to the next step in the process.

If 5 or 7 or 9 days are consecutive, do not skip steps in the process. Wait for 2 additional days to go to the next step.

If employee raises FMLA, please contact your Labor Relations Specialist.

**NOTE:**

The Employee Relations Office is always available to discuss these matters with you and proof all documents.

# **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.

1201/32BJ

## ABSENCE GUIDELINES


Daily attendance is an important factor in student achievement to achieve quality work results and consistently perform at a high level. The instructional process is enhanced supported by continuity of all staff at their assigned positions. It is also understood that illness and emergencies occur and personnel must take off from work. The guidelines are, therefore, designed to help principals/managers use their good judgment as they monitor staff attendance.

1. Absences as a result of personal illness or illness in the family will be reviewed using the following guidelines.
2. An absence of one day is treated as one (1) occurrence.
3. An absence of two (2) or more consecutive work days will be treated as a single occurrence. An employee absent four (4) or more consecutive workdays will need to provide verification from a physician on form SEH-3. If bargaining agents representing a majority of the employees of the School District agree, then SEIU 32BJ, District 1201 shall agree as follows: An absence of two (2) or more consecutive work days will be treated as two (2) occurrences, with the first day absence counted as one (1) occurrence and the second (2<sup>nd</sup>) and any additional consecutive work day absences counted as a second (2<sup>nd</sup>) occurrence.
4. Upon reaching the third (3<sup>rd</sup>) occurrence in an employee's work year, the employee will receive informal counseling, a note on SEH-90 that the counseling took place and a memo to the employee to document the counseling.
5. Upon reaching the fifth (5<sup>th</sup>) occurrence in an employee's work year, the employee will receive a warning memo, attached to SEH-90, and the memo will be placed in the employee's school/office file.
6. Upon reaching the seventh (7<sup>th</sup>) occurrence in an employee's work year, the employee will receive an SEH-204, attached to the SEH-90 and the fifth (5<sup>th</sup>) occurrence memo, 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 Regional Superintendent/Manager for transmittal to the employee's official file.

7. Upon reaching the ninth (9<sup>th</sup>) occurrence in an employee's work year, the employee will receive an SEH-204, attached to the SEH-90, the seventh (7<sup>th</sup>) occurrence SEH-204, and the fifth (5<sup>th</sup>) occurrence memo; the employee will be recommended for suspension; a conference will be scheduled with representation; the documents will be forwarded to the Regional Superintendent for a second level conference (if a teacher) or to the Hearing Officer for The Office of Talent and Development (if non-instructional). The documents will be forwarded to the employee's official file if the recommendation for discipline is upheld.
8. If an employee exceeds nine (9) occurrences in an employee's current work year, the employee will be reviewed for possible further disciplinary action terminated.
9. If an employee received an SEH-204 for attendance in the previous work year, and his/her attendance fails to improve, the employee's attendance record will be reviewed for possible disciplinary action. The calculation of occurrences shall start anew for any employee who has six (6) or less occurrences in the preceding work year.
10. In the case of twelve month employees the number of days and/or occurrences listed in paragraphs 4-8 shall be increased by one.
11. Pattern Absences are defined as a series of absences which occur on the workday before or after a scheduled day off or a holiday.
- Any employees 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 three (3) 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 Regional Superintendent/Manager for transmittal to the employee's official file.
  - If an employee reaches four (4) 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 Regional Superintendent for a second level conference (if a teacher) or to the Hearing Officer for The Office of Talent and Development (if non-

Instructions). The documents will be forwarded to the employee's official file if the recommendation for discipline, up to and including termination, is upheld.

12. Pattern absence occurrences will be counted as occurrences the same as those in Items Nos. 3 through 8 and are not separate and apart. Therefore, any employee can be terminated at the accumulation of four (4) occurrences of pattern absence or a combination of any pattern absence occurrences and absence occurrences totaling eleven (11) ten (10) for a ten (10) month employee and eleven (11) for a twelve (12) month employee in a work year.
13. Employees are expected to follow the appropriate call in procedures for absences.

L.R. 

## **FAMILY MEDICAL LEAVE ACT (FMLA)**

Entitlement –12 work weeks of job protected leave

Covered conditions – serious health condition of employee, parent, child or spouse, and/or birth, adoption or placement of child

Eligibility – 12 months of employment and 1250 hours of actual work

Intermittent leave

Available for employee's own serious health condition or to care for a qualifying family member

May be taken episodically when symptoms flare up., eg asthma attack

No requirement that employee be seeking treatment for each episodic absence

Application for FMLA leave is made through the Office of Employee Health Services. They approve or deny the claim and respond in writing to the employee and the work location.



## PERSONAL LEAVE

Ten month employees and certain twelve month employees stipulated by contract or Board resolution shall be granted three days leave each year without loss of salary for urgent personal business which cannot be conveniently scheduled on other than work days and for personal emergencies requiring immediate attention.

**Requests that would have the effect of extending school holidays or beginning the summer vacation earlier or extending it will not be approved except in the most unusual circumstances. Prior approval for such leave (except in emergency cases) must be secured on Form SEH 86, Request for Absence and submitted to the Chief, Office of Talent Development).**

(School District of Philadelphia Employee Handbook - 2.3 Personal Leave)  
(PFT Contract See Appendix E - Leave Benefits page 123)

## ATTENDANCE REPORTING PROCEDURE

Employees are expected to report any lateness or absence to their administrator thirty (30) minutes before the start of their work day. Failure to do so may result in the employee being coded unauthorized leave without pay sixty-one (61).

### ***LEAVE WITHOUT PAY***

***F-60 or H-60***      *No Principal/Administrator is authorized to code any employee F-60 unless directed to do so by Human Resources.*

***F-61 or H-61***      *Any employee who fails to properly report an absence.*