

- Area:** Human Resources
- Subject:** HR21 – Exempt Employee Absence Reporting Procedure
- Reference:** SCOE Board Policy 4313.1, 1304.51 (g)
- Policy:** Exempt employees' pay shall not be subject to salary deductions for absences of less than a day. Absences for exempt employees are to be reported to Human Resources in whole days only. Managers and supervisors may require exempt employees under their supervision to report partial day absences.

Procedure:

The following procedure applies to all types of leave such as sick, personal necessity, sick family, vacation, jury duty, and bereavement.

1. Planned partial day absences:

- a. Exempt employees may request permission from their supervisor to work a shorter day (partial day absence) through submitting an electronic request in the form of an email. The email title must be titled uniformly for easy tracking by the supervisor:

Full Name Attendance 0-00-00

Example: Joanie Smith Attendance 2-21-08

- b. The email will consist of a concisely worded request containing the following factors:

- i. Date time off is requested
- ii. The time the employee requests to be away
- iii. Reason

Example:

Bob,

May I leave at 3:00 on Thursday, 2/21/08? I need to take my kids to the dentist.

Sue

- c. The supervisor will respond via email to the employee's request in a timely manner. It is the supervisor's right to approve, amend, or deny the request.

2. Unplanned partial day absences:

- a. When an exempt employee has to leave work unexpectedly due to illness or other emergency* reason, an email must be sent to the supervisor notifying of the situation. The email must be titled uniformly for easy tracking by the supervisor:

Full Name, Attendance 0-00-00

Example: Joanie Smith Attendance 2-21-08

- b. The email will consist of a concisely worded notification containing the following factors:
 - i. Date & time of absence
 - ii. Reason

Example:

Bob,

*I am not feeling well. I will need to leave at 3:30 today,
2/21/08*

Sue

- c. Unless it is impossible, the employee must also attempt to contact the supervisor in person or by phone prior to leaving work.

- 3. Full day absences: Follow the SCOE general attendance procedure in regards to calling the absence line and submitting absence reports.

- 4. Absence history tracking:

- a. The supervisor may request that an exempt employee follow up following partial day absences with an email containing the actual time/hours that the employee was away from work.
- b. If the supervisor determines that the exempt employee has a job performance issue in regarding attendance, this must be addressed through progressive discipline and evaluation system.

**according to the Merriam-Webster Dictionary, emergency is defined as: an unforeseen combination of circumstances that calls for immediate action.*

Supervised by: Appropriate Management Staff

Performed by: Exempt Employees

Forms needed: None

Frequency: Ongoing