

2021-2022
SCHOOL YEAR

ABSENCE PROCEDURE MANUAL

PLEASE READ THOROUGHLY. IF YOU HAVE ANY QUESTIONS OR
CONCERNS, CONTACT HR AT 562.341.2394.

ALL FORMS ARE FOUND IN YOUR EMPLOYEE PORTAL.

AYA IS PROUDLY PARTNERED WITH



Core Absence Reporting for All Districts

Program Leaders, Substitutes, Specialist, etc. Procedure

- ◆ Employees **MUST** call their Site Director as far in advance as possible but **no later than 10am** the day of
 - If your call is forwarded to voicemail, please leave a message with your full and last name, contact information and the reason for your absence and send a text with the same information.
 - Once Site Director is aware of the employee's absence and is in need of a substitute, they are to call Program Coordinator to discuss options.
 - Please complete a sick leave form on your next return date.

Please confirm that your Site Director is aware of your absence. If you are unable to communicate with your Site Director by 10am, please call your district Program Coordinator. If you are unable to communicate with either, please contact the AYA Main Office. It is your responsibility to make sure someone confirms your absence.

If a sub is called in, the sub will be attending for the time needed. Once you have called out you will not be able to attend work for the day

Site Director Procedure

- ◆ Site Directors must report their absences to Program Coordinator ASAP.
- ◆ If a Program Coordinator cannot be reached, you are to call the AYA Main Office to report your absence.
- ◆ You are responsible for making sure someone is aware of your absence.
 - If no one can be reached and a Program Leader will be the lead for the day, please leave a detailed message of the person who will be the lead including their contact information.

Supplemental Absence Reporting for All Districts

Employees **MUST** call district Program Coordinator at least two hours before scheduled time.

- ◆ If your call is forwarded to voicemail, please leave a clear detailed message with your full and last name, your school site, your contact information, and the reason for your absence and send a text with the same information.
- ◆ If you need to leave a message or send a text, please contact the AYA Main Office to report your absence. If you get the AYA Main Office voicemail, please make sure to leave the same detailed message. This will cover your basis.
- ◆ You will be responsible for making sure someone received your message.

ADDITIONAL GUIDELINES FOR CORE AND SUPPLEMENTAL

- ◆ When reporting an absence, you should indicate the nature of the absence. A physician's note maybe required if illness progresses more than one day or as proof to return to work.
- ◆ For planned absences extending more than 1 day (e.g. vacation, finals, and personal necessity) you must complete a "Time-Off Request Form" and submit it to the AYA Main Office at least 2-weeks prior to the first day requested off.
- ◆ Failure to comply with the absence requirements can lead to a write up. Three (3) write ups will be grounds for demotion and permanent placement on the substitute list. No call, no show are grounds for immediate termination.

Please remember that your students and coworkers expect and rely on you to be at your site every day. Excessive absences, tardiness, or leaving early maybe grounds for disciplinary actions or termination.