

Attendance

The District expects an employee to be present for work, to adhere to his/her assigned schedule, to perform all assigned duties and to work all scheduled hours during each designated workday, unless the employee has received approved leave. Breaks and meal periods may only be taken during times designated by the employee's direct supervisor/principal. Any deviation from assigned hours must have prior approval from the employee's direct supervisor/principal.

All employees who are unable to report to work shall:

1. Enter their absence in AESOP for the purpose of notifying the principals and when applicable, securing a substitute for the period of absence.
2. Contact his his/her direct supervisor/principal to report his/her absence as soon as possible.
3. Properly document absence(s) on approved forms.

The District will monitor attendance and absence patterns. The following incidents are examples that will be investigated and may result in the appropriate level of discipline including oral and/or written warning, suspension and/or possible dismissal from employment:

- theft of time and/or improper modification of time worked records;
- failure to notify the direct supervisor/principal of an absence and failure to report to work on such day; and/or
- failure to return to work the day following the expiration of an authorized leave of absence.

Employees are provided an annual allotment of sick leave, vacation, personal necessity, no-tell days, etc. determined by his/her Bargaining Unit Agreement.

Certificated employees, please review Article VII – Leaves of the Contract Agreement between the Natomas Teachers Association and the Natomas Unified School District for details regarding usage of sick leave, personal necessity leave, no-tell days, etc. Contact your supervisor or the Office of the Chief Academic Officer at 916-567-5855 with questions.

Classified employees, please review Article XI – Leaves of the Contract Agreement between the Classified School Employees Association and the Natomas Unified School District for details regarding usage of sick leave, personal necessity leave, no-tell days, etc., as well as information regarding vacation and holidays. Contact your supervisor or the Office of the Chief Academic Officer at 916-567-5855 with questions.

Management employees, please contact your supervisor or Office of the Chief Academic Officer at 916-567-5855 with questions on any leave available to you including sick leave, non-contract/vacation days, etc.

Employees requesting approval for a long-term leave must submit their request in writing using the Leave Request Form which can be found in your school/department office of on the District's website.

All employees, you may contact your Payroll/Benefits Technician at any time for a balance of any leave available to you.