

REGULATION ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: GC

Responsible Office: **DIVISION OF HUMAN RESOURCES**

ABSENCE WITHOUT AUTHORIZED LEAVE

A. PURPOSE

To establish procedures for addressing absence without authorized leave.

B. BACKGROUND

Anne Arundel County Public Schools (AACPS) recognizes that certain employee absences are justifiable and provides for employees absences authorized by law and consistent with the Negotiated Agreements and Board policies and regulations regarding authorized leave. AACPS depends on a reliable workforce to accomplish its goals and objectives. Employees absent from work without authorized leave compromise the daily operations of the school system.

Employees must be present at work as scheduled, except when they are using authorized leave. Employees must obtain proper authorization to be absent from work for any reason. Employees must maintain adequate leave accruals to cover absences from the workplace, or to provide proper notification, documentation, and obtain prior authorization for a leave without pay. Failure to comply with any of these expectations results in absence without authorized leave.

This regulation shall be implemented in compliance with the provisions of the applicable Negotiated Agreements, the provisions of which shall supersede any language that may be inconsistent.

C. DEFINITIONS

1. ***Absence Without Authorized Leave*** - when an employee does not report to work for his/her required duties without following the procedures required in the applicable Negotiated Agreement, Board policies, administrative regulations and/or without authorization for leave. Authorization for leave approval is from the proper Leave Approving Authority.
2. ***Proper Leave Approving Authority*** - the employee's immediate supervisor who approves or denies recognized leave pursuant to the procedures required in the applicable Board policies and regulations or Negotiated Agreements.

D. PROCEDURES

1. At least one (1) hour prior to their normal start time, or in accordance with the applicable Negotiated Agreement, employees must notify their supervisor or designee if unable to report to work for any reason. If an employee is unable to contact his/her supervisor, then he/she may have his/her designee contact his/her supervisor on his/her behalf. Additionally, prior to leaving the work site, employees must notify their supervisor or designee if unable to continue work for any reason.
2. Employees are responsible for monitoring and managing their available leave balances. Employees are advised of their leave balances via their bi-weekly salary notification.
3. Absence without authorized leave may not be used to extend any recognized authorized leave. The school system monitors leave usage and may impose restrictions on employees determined to abuse the authorized leave provisions of AACPS.
4. Pay shall be deducted from the salary of the employee absent without authorized leave. The pay deduction is at the employee's daily rate of pay. Cumulative absence without authorized leave may impact an employee's experience credit.
5. Employees who are not on an approved leave status shall be considered absent without authorized leave and shall be directed to meet with their supervisor or designee. Absence without authorized leave constitutes willful neglect of duty. The employee shall be subject to appropriate disciplinary actions, which may include written or verbal counseling, written warning, written reprimand, suspension, or termination of employment, depending on the frequency of the abuse of absence without authorized leave during their employment with AACPS.

*Regulation History: Developed by Superintendent 10/10/07
Revised by the Superintendent 09/10/14
Issued 09/15/14.*

Note previous regulation history: Replaces GADD-RA issued 02/06/08, revised 11/04/09.