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| <b>Administrative Directive Title:</b><br><b>Procedures for Reporting Employee Absences</b>  | <b>AD Number:</b><br><b>5.300.1</b>                                    | <b>Adopted:</b><br>July 2013<br><b>Former Descriptor:</b><br>PER1 |
| <b>Policy References:</b><br><a href="#">Board Policy 5.301</a> - Emergency and Legal Leave<br><a href="#">Board Policy 5.302</a> - Sick and Bereavement Leave | <b>Revised:</b><br>2/14; 6/14; 8/15; 8/16; 9/18; 10/20; 1/24;<br>11/24 |   |

1 This administrative directive provides general guidance to employees in relation to requests for leave or  
 2 absences. Changes in Board policy, federal law, state law, or rules or policies will take precedence over  
 3 information provided in this directive. The Human Resources Department is responsible for the  
 4 administration of this directive. The contact person for the Human Resources Department for this  
 5 directive is:

6 **Kathleen Hunsicker**  
 7 **Benefits Coordinator**  
 8 **2552 South Church Street**  
 9 **Murfreesboro, TN 37127**  
 10 **E-mail: [kathleen.hunsicker@cityschools.net](mailto:kathleen.hunsicker@cityschools.net)**  
 11 **Phone: 615-225-2410**  
 12 **Fax: 615-893-2352**

13 **General Information**

14 Murfreesboro City Schools requires regular and punctual attendance from all employees. Employees  
 15 who are going to be absent for a full or partial workday, as defined by Board Policy 5.602, or late for  
 16 work must notify their direct supervisor as far in advance as possible. Absences must be recorded in  
 17 Skyward if the absence will be longer than one (1) hour. Employees who must miss work because of  
 18 emergencies or other unexpected circumstances must notify their supervisor as soon as possible.

19 Absences will be considered excused if the employee requested the time off in accordance with the Board  
 20 policy aligned with the leave, received the required approval for the absence, and has sufficient accrued,  
 21 but unused, time to cover the absence. Absences also will be considered excused if the employee  
 22 requested the time off in accordance with the Board's policy permitting a leave of absence, received the  
 23 required approval for the leave, in compliance with the Board policy (for example, an employee's  
 24 absences while they are taking approved leave under Board policy on Jury Duty Leave generally will be  
 25 considered excused).

26 **Absence Authorization for Short-Term Leaves of Absence**

27 It is the responsibility of the employee to submit a leave request for every day of absence. It is requested  
 28 that employees give notice of leave requests to their supervisors as soon as practicable. Once a leave  
 29 request is submitted and approved, the employee will receive notification of the approval.  
 30 Documentation may be required depending on the type of leave requested.

31 **Unexcused Absences**

32 Absence of an employee after a leave has been requested and denied prior to the occurrence of the leave  
33 should always be considered an unexcused absence and may be grounds disciplinary action. Absences  
34 not approved in advance may be considered an unexcused absence as long as the employee has been  
35 informed in writing, of the consequences of not obtaining approval in advance of an absence on a prior  
36 occasion. Murfreesboro City Schools reserves the right to discipline employees for unexcused absences.  
37 Discipline may include counseling, oral or written warnings, suspension, or termination of employment.

38 Pursuant to Board Policy 5.602, three (3) consecutive unexcused absences without approval will be  
39 deemed to have voluntarily abandoned their job and the employee's employment will be terminated,  
40 unless there are documented exigent circumstances. The employee's supervisor must notify the Human  
41 Resources Department if an employee accumulates two (2) consecutive unexcused absences.

42 Sick leave is not considered an unexcused absence if the employee presents a valid statement from a  
43 medical provider within a reasonable amount of time after it is either requested by a supervisor or the  
44 employee returns to work.