

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: Policy 800.28
Responsible Office: DIVISION OF HUMAN RESOURCES

ABSENCE WITHOUT AUTHORIZED LEAVE

A. PURPOSE

To establish a policy governing employees who are absent without authorized leave (AWOL).

B. ISSUE

The Board of Education depends on a reliable workforce to accomplish the goals 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 the work site 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.

C. POSITION

1. When employees are AWOL, their absence compromises the daily operation of the school and school community.
2. Any absence not authorized or covered by recognized leave categories in accordance with the applicable Negotiated Agreements, or by Board of Education policy or regulation, will be considered AWOL for which an employee will not be paid.
3. Absence without authorized leave constitutes willful neglect of duty and is grounds for disciplinary action up to and including separation from employment.
4. Employees absent without authorized leave will incur deductions from pay at the employee's daily rate of pay. Additionally, employees will not receive experience credit for the duration of the absence.
5. Absence without authorized leave may not be used to extend any recognized authorized leaves.

D. IMPLEMENTATION

The Superintendent is authorized to develop regulations to implement this policy.

Policy History: Adopted on 2/6/08.

Note previous policy history: Replaces Policy 800.28, adopted 6/2/80 and revised 11/7/90.