

Regulation

ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

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

ABSENCE WITHOUT AUTHORIZED LEAVE

A. PURPOSE

To establish procedures for addressing unauthorized absence without leave.

B. BACKGROUND

The Board of Education depends and insists upon a reliable and responsible workforce to accomplish its goals and objectives. Employees absent from work without authorized leave compromise the daily operations of the school system.

C. DEFINITIONS

1. *Absence Without Authorized Leave* is when an employee is absent from required duties without receiving approval from the Leave Approving Authority pursuant to the procedures required in the applicable Board of Education policies and regulations or negotiated agreement.
2. *Leave Approving Authority* is the employee's immediate supervisor as indicated in recognized leave categories addressed in Board of Education policies and regulations and/or applicable negotiated agreements.

D. PROCEDURES

1. Prior to their normal start time, or as indicated in the applicable negotiated agreements, employees must notify their supervisor or designee if unable to report to work for any reason. 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 will be deducted from the salary of the employee absent without authorized leave. The pay deduction is at the employee's daily rate of pay.
5. Employees who are not on an approved leave status including, but not limited to, the Family Medical Leave Act, leave of absence, or sick leave bank, will be considered absent without authorized leave and will be directed to meet with their supervisor or designee within five (5) work days of notification. The employee will be subject to appropriate disciplinary actions, which may include counseling, suspension, or termination of employment, depending on the frequency of the abuse of absence without authorized leave during their employment career.

*Regulation History: Developed by Superintendent 10/10/07
Revised by the Superintendent 11/4/09
Issued 11/4/09*

Note previous regulation history: Replaces GADD-RA issued 2/6/08