

Attendance and Punctuality

Young Scholars Charter School plans its business activities with the expectation that employees will report to work as scheduled. An employee's repeated pattern of absence, lateness or early departure places an unfair burden on others, and impedes the employee's performance as well as detracts from the quality of service provided by Young Scholars Charter School. Regular, prompt attendance is an essential requirement of all positions with Young Scholars Charter School. Repeated absence, lateness or early departures may result in disciplinary action, up to and including termination.

If an employee will be absent or late to work for any reason they must follow their school specific procedure for calling out or notifying leadership about lateness.

Any employee who fails to report to work for three consecutive days without notification to Young Scholars Charter School to the need to be absent from work may be disciplined, up to and including termination, unless appropriate medical documentation supporting the need to be absent is submitted to Young Scholars Charter School or other evidence of extenuating circumstances exist.